

Khaled Abu hammour

 **Address:** Al-Balqa\As-Salt, alwasyah , n/a, AL-Balqa , Jordan

 **Email address:** saltkhaled@gmail.com  **Email address:** Khaled.abuhammour@gju.edu.jo

 **Phone number:** (+962) 0797567372

Gender: Male **Date of birth:** 17/08/1995 **Nationality:** Jordanian

WORK EXPERIENCE

[10/09/2017 – 14/06/2018] **Office clerk**

Airport international group

Address: Amman, Jordan

City: amman

Country: Jordan

Main activities and responsibilities:

1 year of Experience as a facilitation officer at the Passengers Experience Team; Responsible for the passenger's Flow, Customer Experience, Complaint handling, Project coordination, KPI, Reporting, and analysis. Supervising parts of the airport in terms of cleanliness and maintenance, and following up with the concerned division.

[01/07/2018 – Current] **Adminstartor**

German Jordanian University

City: Amman

Country: Jordan

Main activities and responsibilities:

First: - An administrator in The Record Office of the presidency department, which includes the following responsibility outgoing mail, incoming mail, and the archiving system. Prepare incoming and outgoing letters and follow up in incoming and outgoing mail in terms of registering and distributing it to the relevant departments and follow up internally and externally. Print the official letters and respond to external parties correspondences. Organize the files for the department, follow them up, and document them on the manual and electronic archiving. Receive faxes and other correspondence, along with receiving e-mails and replay on it. Carry out any additional tasks requested by the direct manager.

Second: - Council affairs department, which includes the following responsibility Follow up the renewal of the committees that are formed by the president, the Deans Council, the Board of Trustees, and the University Council. Prepare all official decisions taken by the three councils, in terms of printing, registering and distributing them to the relevant departments and follow up internally and externally. Document decisions manually and electronically. Carry out any additional tasks requested by the president.

EDUCATION AND TRAINING

[20/09/2013 – 10/06/2017] **Bachelor degree in English language and literature**

Al-balqa applied University

Address: Al-salt, Jordan

Main subject / occupational skills covered:

Recently graduated with a bachelor degree in English literature with a GPA of 3.14 out of 4

[20/09/2019 – Current] **Master degree in English language and literature**

The University of Jordan <http://ju.edu.jo/home.aspx>

Address: Amman\University street, 11942, amman , Jordan

LANGUAGE SKILLS

Mother tongue(s): Arabic

Other language(s):

English

LISTENING C1 READING C1 WRITING B2

SPOKEN PRODUCTION B2 SPOKEN INTERACTION C1

DIGITAL SKILLS

Microsoft Word | Microsoft Excel | Gmail | PowerPoint | Internet user | Google Drive
| Microsoft Office | Google Docs | Skype | Open and respectful towards others |
Good communicational skills | Creativity and problem solving | Responsibility |
positive thinking | Respectfull

COMMUNICATION AND INTERPERSONAL SKILLS

Communication and interpersonal skills

I can deal with a computer perfectly.

I can work in groups and I have good teamworking skills.

I can work under pressure and adjust to any working situation.