

Qusai Nasri Karadsheh

Madaba - Jordan

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PROFILE

Nationality Jordanian
Date of Birth June 2st, 1988
Marital Status Single

EDUCATION

2006 - 2011 **German Jordanian University - FACULTY OF MANAGEMENT & LOGISTICCS SCIENCE**
Amman – Jordan
Bachelor Degree in Management Science

Mar2010 - Jul2010 **Schweinfurt – Würzburg (Germany)**
Exchange course, Business administration

2006 **Latin Patriarchate in Madaba**
Literary Stream

EXPERIENCE

Feb.2018 - Present **German Jordanian University**
Amman – Jordan
Human Recourses Administrator
Key Responsibilities:

- Pays employees by calculating pay; distributing checks; maintaining records.
- Monitors unemployment claims by reviewing claims; substantiating documentation; requesting legal counsel review.
- Maintains human resources records by recording new hires, transfers, terminations, changes in job classifications, merit increases; tracking vacation, sick, and personal time.
- Orients new employees by providing orientation information packets; reviewing company policies; gathering withholding and other payroll information; explaining and obtaining signatures for benefit programs.
- Provide general administrative support such as preparing correspondence, forms and reports, arranging meetings, composing regular correspondence, processing confidential reports and documents, filing electronic and hard copy, tracking deadlines, and taking down minutes as needed
- Prepare and post job advertisements, screen applications, participate in selection process, and administer pre-employment tests as required
- Prepare paperwork needed to create new employee profile
- Interpret, assist and advise employees and managers regarding cooperative agreement applications, leave management and benefit administration, and HR procedures and policies within the specified guidelines
- Develop a good working relationship with other departments and all employees
- Provide Monthly recruitment status updated reports to the Head of HR and Administration

German Jordanian University (Sep 2013 – Oct 2017)

Amman – Jordan

Register Administrator – Admission and Registration Department

Crowne Plaza Resort (Jan 2012 – Apr 2013)

Dead Sea - Jordan

Pre-Opening team member – Front Office

TRAINING

May 2013- Aug 2013

Coordinator | Lufthansa Airline – Queen Alia International Airport (AMM).

Amman – Jordan

Sep 2010 – Jan 2011

Coordinator | Mr. Fridge Company

Würzburg - Germany

SKILLS

Languages

Arabic

Native

English

Very Good - Reading, Speaking, writing

Germany

Good - Reading, Speaking, writing

Communication Skills

Effective listening skills.

Very good written, and communication skills.

Other Skills

Working under pressure.

Meeting deadlines.

Excellent teamwork.

Ability to work under changing and dynamic environment.

Ability to learn quickly and apply new procedures.

Leadership Skills

Problem Solving Skills

**Professional
Activities**

Scout General Chief - 2014 – Present

St. John the Baptist Latin Convent – Madaba

Computer Skills

ERP System
Microsoft Office | Word, Excel, PowerPoint

CERTIFICATION

- 13.Oct.- 22 Dec. 2018 **Human Resources Consultant I Consultation and Training Center GJU (training 40 hours)**
- 2018 **Designing the future as team – HR Workshop I German Jordanian University (10 hours)**
- 17.Mar – 28 May 2018 **German B2 I German Jordanian University (training 42 hours)**
- Nov 2014 – FEB 2015 **Professional Diploma in HRM I Leads Academy Boston college (training 100 hours)**
- 15 Mar – 15 July 2010 **Innovation Course + Globalization Course I Würzburg – German University.**

Reference

Upon Request.