

# Ra'ed M. Ghadah

P.O.Box 35247

Amman 11180, Jordan

mobile: +962 -797474433

mobile: +962 -772060920

email: [raed.qaddah@gnu.edu.jo](mailto:raed.qaddah@gnu.edu.jo)

email: [raedqaddah@gmail.com](mailto:raedqaddah@gmail.com)

## PERSONAL INFORMATION:

- Date of Birth: July 25<sup>th</sup> 1979
- Place of Birth: Amman – Jordan
- Gender: male
- Marital Status: married
- Nationality: Jordanian.
- Education: BA in Information Technology.

---

## OBJECTIVE:

---

Currently I am working in German Jordanian University in Amman, Actually many objectives that will need many lives to achieve. However, for the time being I do hope to work in a reputable organization such as yours.

---

## PROFILE:

---

- Strong Customer Relationships builder based on service, support and follow-through.
- Enjoy the challenge of personal developing.
- Teamwork spirit.
- Supervisory Ability.
  
- Verbal and written communication skills.
- Time management skills.
- Strong Attendance, Initiative and Dependability.
  
- Ability to maintain confidentiality.

- Ability to accept change.
- Positive competition.
- Self-Motivation.
- Accepts Responsibility.
- Ability to work under pressure.

---

## **EMPLOYMENT:**

---

**German Jordanian University**, Amman, Jordan

**Consultations and Training Center**, 2010- 2011

- Utilize university's academic, technical and administrative resources and assets in serving the local community and supporting national developmental goals.
- Build comprehensive annual training strategies covering all possible fields of expertise and market them in a thoughtful and highly effective manner. Follow up on faculty's consulting and training activities and manage them with utmost professionalism.
- Organize conferences, seminars and specialized workshops in areas falling within the realm of center's mandate and partake in organizing scientific conferences taking place on- and off-campus.
- Complement university students with the necessary skills to effectively function in a highly competitive job market.
- Creating and filing directories.
- Scanning of documents appropriately.
- Version control of all documents
- Giving the right version of documents

**German Jordanian University**, Amman, Jordan

**Deanship of Students Affairs**, 2011 – Now

- provides students with the necessary services on campus and outside the university, such as:
  - Health Insurance.
  - Student's Fund.
  - Student's ID, car permits, and housing.
  - Student's Consulting.
  - Al-Hassan Youth Award.

- Following up on students' clubs, associations, and activities related to fine arts, music, and folk dance, amongst others. It is also charged with issuing the campus newspaper.

**German Jordanian University**, Amman, Jordan

**Road Safety Center of Excellence**, 2007- 2010

- Provide administrative support to executive management team.
- Assist staff in logistical management of the Center, including acquisition of supplies, inventory management, and bookkeeping.
- Interact with staff (at all levels) in a fast paced environment, sometimes under pressure including research team, supervisor, board members.
- Assist and manage our research and courses effectively, and to ensure that they are delivered on time, on budget and to agreed quality standards.
- Follow up on all traditional media advertising and public relations activities for, this includes managing special events and the grass roots marketing program.

---

## **EDUCATION:**

---

- BA in Information Technology from Al Balqa Applied University, 1998-2002
- Universal School, Amman – Jordan  
High school, scientific field, 1998 (Total Degree 86)

## **Courses:**

- Diploma in Human Recourse Management (DHRM)
- Designing the future as a team
- Intermediate Management Course
- Archives and Records Management Resources
- Advanced Excel
- English Language C1
- Best Impression
- Handling Guest Requests
- Computer training course
- Sales Awareness

- Grooming and appearance
- Saving Energy
- First Aid
- Body language
- Customer Etiquette
- Handling Guest complaints
- Up-Selling
- ICDL

### **Interpersonal Skills**

- Problem solving and resolution skills
- Experience with call center technologies
- Basic internet navigation and website usage
- Basic computer literacy
- Email correspondence skills

### **Languages:**

- 
- Arabic - reading, writing, speaking (Excellent)
- English - reading, writing, speaking (very good)
- German language, writing, speaking (good)

---

### **INTERESTS AND ACTIVITIES:**

---

- Reading
- Swimming

---

### **REFERENCES AND CERTIFICATES:**

---

Will be provided upon request.