

# SAIF EDDIN ALKURDI

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- Amman, Jordan | +962 790720545 | [Saifalkurdi@yahoo.com](mailto:Saifalkurdi@yahoo.com)
- DATE OF BIRTH: 25TH OF APRIL – 1995
- NATIONALITY: JORDANIAN

## Objective

- A highly competent, motivated and enthusiastic with experience of working at global firm. Well organized and proactive in providing timely, efficient support to the management and work colleagues. Approachable, well presented and able to establish good working relationships in environment within diversity. Excellent problem solving and innovation skills.

## Education

### **DEGREE | DATE EARNED | SCHOOL**

- Bachelor in Finance & Banking at Al Albayt University. “July-2017 “

## Experience

### **DUFY “JORDAN AIRPORTS DUTY FREE SHOPS”**

#### **QUEEN ALIA INTERNATIONAL AIRPORT**

#### **HR ASSISTANT “PAYROLL SPECIALIST” - FROM 18 DEC 2018 TO PRESENT:**

- Providing customer service to organization employees
- Maintaining computer system by updating and entering data
- Compiling payroll reports and spreadsheets and preparing spreadsheets
- Processing payroll, which includes ensuring vacation and sick time...etc. are tracked in the system, and facilitating resolutions to any payroll errors.
- Maintaining current HR files and databases
- Completing termination paperwork and assisting with exist interviews
- Issuing all employment letters.

### **ARABIAN AL EKHA IN'TL CO**

#### **FINANCE ASSESTENT - FROM MAY-2018 to DEC-2018**

- Created daily cash report for accounting department.
- Post receipts to accounting system.
- Write and distribute emails, correspondence memos, letter, faxes and forms.
- Creating and modifying documents using Microsoft Office.
- Provide general supports to visitors.
- Update and maintain office polices and procedure.
- Maintain contact list.
- Order office supplies and research new deals and supplier.
- Support HR department by maintaining timesheets and employee attendance.

## **Skills & knowledge**

- Strong organizational, administrative and analytical skills.
- Excellent spelling, proofreading and computer skills.
- Ability to produce consistently accurate work even whilst under pressure.
- Ability to multi task and manage conflicting demands.
- English: Intermediate.
- Strong knowledge in Jordanian social security and income tax law.

## **Certificates**

- Advanced Excel.
- Labor legislations (Labor, Social Security & Income tax law)

## **Voluntary works**

- Participated in various voluntary works and charitable within Al Furqan Society.
- Other individual & groups activities included distribution of parcels of food and clothing for poor people in different areas in the city.

## **References available upon request.**