



Diab Abdel Halim Abdel Rahim Jamous

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Personal Data :

- **Date of Birth** : **23/12/1977**
- **Place of Birth** : **Kuwait**
- **Marital status** : **Married**
- **Nationality** : **Jordan**
- **Languages** : **Arabic – Mother Tongue . English: Good.**
- **Visa** : **Resident / U.A.E / Abu Dhabi.**

Objective:

Seeking a challenging job in the field of business and administration and to utilize my practical experience and qualifications.

Skills & Qualities:

- Able to work within a team or independently.
- Able to teach and supervise.
- Problem solving analytical and logical skills.
- A adaptive and willing learn.
- A ability to work under pressure.
- UAE driving license and car.

Educational Qualifications:

- **DBA- Doctorate of Business Administration.** Ain shams university – Cairo 2013.

- **MBA- Master of Financial Markets.** Arab Academy for Finance and Banking – Cairo 2012.
- **MBA- Master of Business Administration.** Arab Academy for Finance and Banking – Cairo 2009.
- **MBA- Master of Human Resources.** Arab Academy for Finance and Banking – Cairo 2020. (under the procedure)

Additional Courses :

- Customer service: city center Abu Dhabi.
- Leadership: panorama center – Ramallah.
- Courses computer: windows. word. excel. power point. internet. Al Quds open university – Ramallah.
- Civil defense and first aid :civil defense center – Ramallah

Work Experience:

- 1- From 04/2018 up to now **Administration Manager** – Education center. Abu Dhabi.
- 2- From 01/2017 up to 04/2018 **Quality Inspector** - Abu Dhabi Farmers Services center.
- 3- From 08/2015 up to 12/2016 **Administrative Officer** –. Abu Dhabi farmers services center.
- 4- From 07/2013 up to 07/2015 **Administration Manager** – Education center. Abu Dhabi.

Job Responsibilities :

- General office administration and Management .
- Attend training courses external internal as required .
- Recruiting staff – this includes developing job descriptions and person specifications preparing job adverts interviewing and selecting candidates.

Hobbies :

Swimming and surfing the internet

Certificates : experience letters and references :

Available upon request.