



# Mohammad Mutleq

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Jordan

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## Professional Summary

Highly experienced management and operations professional with 20 years of service in Civil Defense. Skilled in leadership, crisis management, and emergency response. Adept at problem-solving, decision-making, and team coordination. Passionate about safety, risk management, and organizational efficiency.

## Education

Jadara University

Bachelor of Business Information Technology – Excellent Grade

## Professional Experience

Civil Defense – Jordan (1999 – 2019)

- Management Officer
- Operations Officer
- Fire Officer

Responsibilities included leadership of emergency teams, operations coordination, crisis response, safety management, and administrative supervision.

## **Skills**

- • Leadership and Management
- • Critical Thinking & Problem Solving
- • Communication & Teamwork
- • Time Management
- • Fast Learner & Adaptable
- • Flexibility & Resilience
- • Emotional Intelligence

## **Certifications & Courses**

- • ICDL (International Computer Driving License)
- • TOT (Training of Trainers)
- • Data Analysis
- • Printing in Arabic & English
- • Firefighting
- • Respirators
- • Occupational Safety and Health Supervisor
- • Driving License
- • Good English Proficiency

## **Additional Information**

- Available for relocation and new challenges in emergency management, safety supervision, and operational leadership roles and technology.
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