|  |  |
| --- | --- |
| Tareq Khlifat  | ***Aqaba******Jordan******+962(779)502302******o2xegen@yahoo.com*** |

***Other Personal Information:-***

***Marital Status: Married
Nationality : Jordanian
Place of Birth: Al-Tayybe
Date of Birth: Jan, 15th. 1981***

***Objective: - To find a true IT/PROCUREMENT /SALES industry professional with a history of significant accomplishment and a list of satisfied guests, I’m ready to embrace a new opportunity, one that presents a more appropriate professional challenge.***

***Education:-***

*2000-2004 Mutah University Al-Karak, Jordan*

* ***B.S.C Degree of computer Science- Mutah University***

***2007 Learn To Be Academy Amman, Jordan
 Completed Cisco Systems computer Networking Academy Semesters 1-4 Inclusive.
Cisco Certified Network Associate (CCNA), CSCO11155475.***

***2009 Revenue Maximization
Amman Marriott Hotel***

***2015-2016 AL-Manhel Academy Irbed, Jordan
C-Sharp.Net***

***Personal and Professional Challenges:-***

* ***Webpage Design Using Dreamweaver CS5.***
* ***Visual Basic Programming.***
* ***Windows Server 2003 installation and Configuration.***
* ***Microsoft Office 2003,2007 and 2010***
* ***Cisco Switch & Router Support.***
* ***Monitored and maintained data analysis software.***
* ***Installation & Support of local Ethernet LAN.***
* ***Excellent Company or property representative.***
* ***Detail-oriented, yet understanding of the comprehensive plan.***
* ***Good Listener, Effective communicator.***
* ***A revenue generator, active sales participant.***
* ***Knowledgeable in Revenue generation, Manageable and selling skills.***
* ***Appraisal Training.***
* ***Comfortable in all business and social interaction.***

***Professional Profiles:-***

 ***I’m an enthusiastic and dedicated professional with extensive across all areas of procurement aspects. An exceptional leader who is able to develop and motivate other to achieve targets, a proactive individual with a logical approach to challenge, I perform effectively even with a highly pressured***

***2013- Up-to-date
Indo Jordan Chemicals Company
IT / Ass. Purchase Officer***

* ***Analyze price proposals, financial reports, and other information to determine reasonable prices***
* ***Negotiate contracts on behalf of their organization***
* ***Attend meetings, trade shows, and conferences to learn about new industry trends and make contacts with suppliers***
* ***Meet with staff and vendors to discuss defective or unacceptable goods or services and determine corrective action***
* ***Evaluate and monitor contracts to be sure that vendors and supplies comply with the terms and conditions of the contract and to determine the need for changes***
* ***Maintain and review records of items bought, costs, deliveries, product performance, and inventories***
* ***Work out agreements with suppliers, such as when products will be delivered***
* ***Evaluate suppliers based on price, quality, and delivery speed***
* ***Interview vendors and visit suppliers' plants and distribution centers to examine and learn about products, services, and prices***
* ***Verifies purchase requisitions by comparing items requested to master list; clarifying unclear items; recommending alternatives.***
* ***Forwards available inventory items by verifying stock; scheduling delivery.***
* ***Prepares purchase orders by verifying specifications and price; obtaining recommendations from suppliers for substitute items; obtaining approval from requisitioning department.***
* ***Obtains purchased items by forwarding orders to suppliers; monitoring and expediting orders.***
* ***Verifies receipt of items by comparing items received to items ordered; resolves shipments in error with suppliers.***
* ***Authorizes payment for purchases by forwarding receiving documentation.***
* ***Keeps information accessible by sorting and filing documents.***

***2010-2013
Beit Zaman Hotel Petra, Jordan
 Reservation & Revenue Supervisor***

* ***Develop, guide and channeled the front office, rooms division, sales and catering efforts through knowledge of the industry and as active player out and in the field.***
* ***Complied data monitored all reports for the purpose off establishing new leads, potential revenue opportunities.***
* ***Created and implemented the policies and procedures for the company***
* ***Organized and conducted performing sales blitz for the property which resulted in helping to maintain consistently high occupancies.***
* ***Understanding of Opera and yield management***
* ***Manage all day to day operations***
* ***Co-ordinate with finance & F&B functions***
* ***Maximize Revenue opportunities.***

***2007-2010Petra Marriott Hotel Petra, Jordan
 Revenue Management
 Event Executive

 \* Researched and developed the market segments to generate revenues with national and international accounts.***

* ***Activity and directly responsible for generates revenue, closing long-term contacts, repeat business.***
* ***Develop, guide and channeled the front office, rooms division, sales and catering efforts through knowledge of the industry and as active player out and in the field.***
* ***Complied data monitored all reports for the purpose off establishing new leads, potential revenue opportunities.***
* ***Created and implemented the policies and procedures for the company***
* ***Organized and conducted performing sales blitz for the property which resulted in helping to maintain consistently high occupancies.***
* ***Understanding of Opera and yield management***

***2006-2007 Oriental Information technology center Amman, Jordan***

 ***\* Windows Software development
 \* Webpage Design
 \* Network Trainee
 \* Hardware Maintenance
 \* Organized and leading self-growth workshops.***

***2004-2006 Rashrash Information Technology center Aqaba, Jordan***

* ***Windows Software Development***
* ***Hardware Maintenance***
* ***Organized and leading self-growth workshops.***

 ***Development and Education:-***

***I have the opportunity within my career path to work in different aspects of the Chemicals industry procurements; I feel that my experience and accomplishments in this industry have contributed in making me a strong and excellent company or property representative.***

 ***Reference: -

 Reference will be furnished immediately upon request.***