

Amani Odeh Alodat



Amman - Jordan



+962-79-7656023



amanielodat@gmail.com

Objective

Seeking a challenging career in a well-established organization that offers an opportunity for advancement and professional growth.

Education:

- | | | |
|-----------|---|---------------|
| 2009-2013 | Middle East University | Amman, Jordan |
| | • Bachelor's degree in Tourism and Hospitality Management | |
| 2005-2006 | AlWasfiyeh Vocational Center | Amman, Jordan |
| | • Diploma in Secretary | |
| 2004-2005 | High School | Amman, Jordan |
| | • Tawjihi in Scientific Stream | |

Working Experience:

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|----------------|--|---------------|
| 2013 - Present | Better Business (Consulting Company) | Amman, Jordan |
| | HR & Admin Supervisor | |
| | Extensive background in HR generalist affairs including experience in employee recruitment and retention, staff development, mediation, conflict resolution, benefits and compensation, HR records management, HR policies development and legal compliance. | |
| 2006 - 2013 | Better Business | Amman, Jordan |
| | • Administrative Assistant | |
| 2005 - 2006 | Royal Scientific Society | Amman, Jordan |
| | • Trainee. | |

Other responsibilities:

- Managing Director's calendar & coordinate a variety of business meetings.
- Provides administrative support to Department Heads and staff per the direction of Department Head
- Planning and organizing meetings, events, conferences, travel arrangements and accommodation expenses.
- Planning and scheduling meetings and appointments
- Making travel and guest arrangements
- Prepare the clients gifts and appreciation letters
- Prepare clients congratulating/condolences letters
- Supervise on company driver and service man
- Handling paid time off (vacation, sick leave, personal days, and holidays)

Working Experience in AIG (Airport International Group) Project:

- Supervise 15 ushers and schedule their time regarding to the flights timing as per project requirements.
- Make daily survey programs
- Distribute expense and payments for the ushers

Working Experience in Team Building / Training Courses:

- Prepare all the documents and material
- Prepare edutainment games (purchase orders, equipment, badges, exercises, manage support team, etc.)
- Print certificates for participants
- Analysis and Evaluate trainer sheets
- Handle training/events venues and logestice

Languages:

Arabic	Native language
English	Very good verbal, reading, and writing

Qualifications

- A Great persuasion and negotiation skills
- Able to express my ideas clearly and confidently in speech
- Strong ability to organize and work on multiple tasks simultaneously
- Computer literate
- Team player 'work confidently within a group'

- Initiative/ Self-Motivation; able to act on initiative, identify opportunities & proactive in putting forward ideas & solutions
- Planning & Organizing
- Able to plan activities & carry them through effectively
- Time Management “manage time effectively, prioritizing tasks and able to meet deadlines”.
- Strong problem-solving skills
- Event management
- Adapt successfully to changing situations & environments
- Ability of deal with difficult customers
- Big Team Building Events Preparations
- Highly skilled in Microsoft Word, Excel, PowerPoint and Outlook
- Excellent skills in Follow up with clients

References

- Will be furnished upon request