

Maryann Issa Fou'ad Ammari

Administrative



Hello, my name is Maryann Ammari. I'm an HR& Admin Officer and office management for 10 years now, hard worker, eager learner. I appreciate having a look to my resume and my skills.

Personal Information

Date of Birth 26th, April, 1988
Place of Birth Amman - Jordan
Marital Status Single
Address Jabal El Weibdeh / Amman
Phone **06-4627710**
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Personal Skills

Communication

Time management

Planning / organizing

Teamwork & Collaboration

Relationship builder /interpersonal skills

Working Under Pressure

Education

* 2008 – 2009: Al Wasfeih Educational Center

High executive secretary duties & M.S office course

Course included: (typing, secretary skills, commercials correspondence, filing, ticketing, office automation, etc.)

* 2006 – 2007: Arab social college

Business Administration

*2005 – 2006: Sisters of Nazareth school

Tawjihi / High school

Work Experience

- *Jan/2014 – until Dec/2015:
MedLabs consultancy group as an Admin Secretary.

- *Jan/2016 – until present:
MedLabs consultancy group as HR& Admin Officer.

- *Dec/2019 – until present:
Association of Jordanian Medical Laboratory Specialists as Secretary.

- * May/2013 – Sep/2013 :
Eastern International services for clearance and freight.

- *Sep/2011 – Dec/2012:
Islahnews.net.

- *Sep/2010 – July/2011:
Saniora head office.

- *Nov/2009 – Feb/2010
National office for Accounting and Auditing.

- * Jun/2009 – July/2009:
Ministry of Finance (trainee).

- *Nov/2008 – May/2009:
Al Reef Company for contracting (trainee).

Languages

Arabic: (Mother tongue)
English: (V.Good)

Responsibilities

- Prepare the following: employee's appointment letter, contract, dues of resigned employee, experience letter, penalties, etc.
- Prepare all documents needed and follow up with Ministry of Health (MOH) – Jordan.
- Follow up on lab licenses professions on yearly basis.
- Responsible for lab coats and dress code distribution and stock control
- Acting as a Liaison Officer for Palestine laboratories & Regional Management
- Handle incoming and outgoing mail, email, and phone calls as well as emails in addition to sending faxes and reply to any inquiries by customers.
- Prepare all required documents for the applicant to take the exam and then grade the test.
- Arrange Lab Directors and laboratory employees' coverages as required.
- Schedule interviews in addition to preparing all required papers.
- Manage courier services at the company, keeping track of courier company "Aramex" vouchers and arranging for mail pickup.
- Manage monthly distribution of medication by coordination with pharmacy and insured employee.
- Type and word processing documents such as internal memos and official letters as requested by Management departments.
- Maintains office supplies inventory and hospitality beverages for management office by checking stock to determine inventory level, verifying receipt of supplies in coordination with the Material Department.
- In cooperation with the related departments, responsible for maintenance of office equipment.
- keep all the MedLabs branches updated & the shareholders list.
- Preparing for regular general assembly meetings by preparing and sending invitations, preparing meeting minutes...etc.
- Assisting with a variety of administrative tasks including handling and making appointments, copying, taking notes, and arrange travel and accommodations.
- Preparing meeting and training rooms.
- Ensure disk is tidy and presentable, with all necessary stationery and material (e.g., pens, forms, and brochures).
- Perform data entry and filing tasks.
- Create banners for all occasions such like Eid Adha, Alfiter to inform the patients that branches are closed during the Eid.
- Prepare an email signature for new employees or amend the email signature after the promotions.
- Prepare the petty cash for the HR & Administration department when needed.
- Keep updated records of office expenses and costs.

- Liaising with the day cleaners to ensure that any administrative duties around the office are attended to in a timely and efficient manner.
- A liaison officer responsible for the cleaning company contracting with it and arranging the cleaning workers' working hours in addition to their salaries and provide direction to the day cleaners ensuring that a high level of service is provided.
- Coordinate and set-up meetings and events as requested, including catering, set-up, clean-up and coordination of all other logistics.
- Project a friendly welcoming attitude to all staff and visitors.
- Friendly nature and well-groomed appearance coupled with a professional telephone presence.
- Able to contribute positively as part of a team, helping out with various tasks as required.
- Organizational and time management skills
- Excellent written and verbal communication skills.
- Competency in Microsoft applications including Word, Excel, and Outlook.

References:

- **Dr. Hassib Sahyoun**
CEO of MedLabs consultancy group
Mob: 0795528934
- **Hazem Jumean**
CFO of MedLabs consultancy group
Mob: 0799968075
- **Dr. Musleh Al Tarawneh**
Histopathologist, Medical consultant and Lab director at Medlabs consultancy group
Mob: 0796401402
- **Emad Khoury**
CPO at MedLabs consultancy group
Mob: 0795703236
- **Nael Soudi**
CQO at MedLabs consultancy group
Mob: 0796308006
- **MR . Issam Swiess**
Owner of Al-Barakeh for Tourism
Mob: 0797730860

Hobbies:

- Walking a long distance.
- Watching Series.
- Travelling.
- Dancing.