

# MOHAMMAD KAMAL ISSA

## B. BUSINESS ADMINISTRATION

### Contact Information:

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Name: Mohammad Kamal Issa Ali  
Date of Birth: 1<sup>st</sup> August 1999  
Nationality: Jordanian  
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11810 Amman Jordan  
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### Career Statement:

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Looking forward to obtaining a challenging position in a well-established company where I can apply my experience with the opportunity for professional growth, and participate in a teamwork activity to satisfy my ambition.

### Education:

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**2022**      **Al-Zaytoonah University**  
Amman-Jordan  
Bachelor of Business Administration  
Very good rating

### Languages:

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Arabic  
Proficient

English  
Good reading and speaking

### Experience:

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**2022 - till now**      **HR - Recruitment**  
**Loyalty support services**

Attracting competencies and skills to fill available vacancies  
Conducting interviews for candidates and nominating the appropriate ones according to the company's policy and job description to conduct final interviews with the concerned departments  
Preparing employee contracts, activating fingerprints, handing new employees their bags and clothes, and distributing them to work sites

**2019-2021**

**Sales**

**Time Corner watches and perfumes**

**Gardens Street- Amman**

**Duties:**

Greet customers & help customers find items in the store.

Check for stock at other branches or order requested stock for customers.

Provide customers with information about items.

Elevate complaints to management.

**2016-2018**

**Sales**

**Venus Galleries for watches and electronics.**

**Mecca Mall- Amman**

**Duties:**

Designing and implementing a strategic sales plan that expands company's customer base and ensure its strong presence.

Build and promote strong, long-lasting customer relationships by partnering with them and understanding their needs.

Follow costumers demand and market Promotions.

**Computer Skills:**

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Professional in Microsoft office including:

“Word, Excel, PowerPoint and Outlook”.

Excellent skills in computer-based tasks:

“Professional e-mails, preparing reports and cases description”.

**Personal Skills:**

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Excellent communication skills and planning abilities to implement innovative ideas.

Career development skills.

Exceptional organizational and administration skills to obtain and achieve goals and objectives.

Problems solving skills able to handle surprises.

Self-motivated and good team worker.

Ability to inspire and self-esteemed.

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**References:**

**Dr. Samer K. Issa**

Medical Physicist

Ministry of Health

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**Mohammad F. Khattab**

Auditor

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