

Rakan Mohammed Aladwan

Jordan -amman-naur

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f رakan محمد العدوان

Objective

Integrating into a work environment gives me more experiences And skills through new and difficult challenges

Experience

- Modern Jordanian Company for Oil and Fuel Services (almanasseer)** 3_6_2021 - Continuing to work
 - Station management and accounting
 - Daily, weekly and monthly finances
 - Monthly and annual financial inventory
 - Auditing purchase orders, coupons, and Visa, MasterCard, and MobiCash reports on a daily basis
 - Unloading the materials into the wells and examining them to ensure that they are free of any impurities.
 - Inventorying the materials (fuel) and measuring the wells.
 - Fuel orders and maintenance requests
 - Preparing workers' work schedules, submitting their vacations and sick reports, and implementing policies and instructions
 - Follow up on tenants, such as shops inside the station, to implement the company's policies
 - Focus on public safety in terms of tools and clothing
 - Preparing and delivering mail to Brinks Company
 - I was assigned more than once to manage two stations together
 - Attention and maintenance of station facilities
 - All pumps, cash registers, generators and solar energy devices are checked on a weekly basis
 - Proficiency in dealing with periodic or surprise inspections
 - Dealing with complaints and communicating with customers to obtain their feedback
- Al Dar Car Rental Office** 4/4/2020 - 12/2/2021
 - Seller
 - Renting vehicles to customers while ensuring that contracts are signed and vehicles are delivered on time
 - Follow up with customers to find out their problems and notice them if any

Education

- University of Jordan/Faculty of Business** 2014 to 2020
 - Bachelor's
 - Public Administration

Skills

- Proficiency in dealing with computers and its software work under pressure Shift work Elected as a member of the university's student council for the year 2017. He works on many student activities

Personal Details

- Date of Birth : 20_12_1995
- Gender : Male

Courses

- Money in Jordan
 - The location of the course is the Securities and Exchange Commission
- Developing leadership and management skills
 - The course takes place at the company's headquarters