

AMMAN  
JORDAN

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**Murad jamil abed khalifah**



**Personal  
Information**

**Full Name:** murad jamil abed khalifah  
**Marital status:** Married  
**Nationality:** Jordanian.  
**Date & Place of Birth:** 2 / 2 / 1985, Amman, Jordan.

**Objective**

*I am looking forward to work in a comparative and productive company, in order to improve my skills, increase my knowledge in my field of study and experience, and to be able to demonstrate highest levels of excellence and efficient work through a complete teamwork; I am eager to learn whatever I need to finish work successfully.*

**Education**

- General Secondary Education Certification  
-B.A of management information systems Class of 2007  
AL-Balqa' University  
GPA (very good ).  
3.61- FROM 4  
-M.B.A of Business Administration Class of 2012  
AL-Balqa' University  
GPA (very good ).  
3.25- FROM 4

**Work Experience:**

- Alaween office for auditing and consultant as administration assassinate  
-department of statistic (from 19-5-2007 to 26-4-2008) (technical support)  
-ministry of justice (from 27/4/2008 -21-3-2013) as human resource officer  
-lecturer of human recourse management in king Saud university- Riyadh  
Community College - Saudi Arabia – Riyadh (from 24-3-2013 even now).

**Training Courses**

*During my work experience in ministry of justice I have joined many training courses in the field of:*

1. strategic management for human resource (planning ,promotion and development )
2. Individual performance appraisal
3. Structures in organizational and job description card
4. Technical support
5. Tofel "IBT"

## Languages & Skills

### **Arabic:**

Native

### **English**

<b><u>Read</u></b>	<b><u>Speak</u></b>	<b><u>Write</u></b>
Excellent	Excellent	Excellent

## Characteristic

- *Oriented mentality sharp analytical and problem solving*
- *High interpersonal communication and presentation skills ,customer satisfaction.*
- *Ability to work under pressure\*
- *Ability to understand new theory in business work*
- *Ability to dealing with hard work and work with group*
- *Self motivated*
- *Fast learner*

## Technical Skills

- *ALL Microsoft office word, excel, etc ... internet.*
- *Data base*

## Paper and research

- *Following management information systems on the performance of staff*
- *Impact of management information systems for decision-making.*
- *R-engineering and restructuring business process.*
- *The Impact of Applying Electronic Documentation Management Systems on performance Enhancement "Case study –Amman First Court –"*