



# MOATH SAMEER ABUTA'A

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## contact information

**Mobile: +962770115515**

**Linkedin : moath abutaa**

**Email: [Moathabutaa@gmail.com](mailto:Moathabutaa@gmail.com)**

**Address: Amman-Jordan- jabal amman**

**Telephone : 06-4620760**

## About me .

A competent, focused and experienced supervisor who feels that his greatest strengths are firstly his strong commitment to providing the highest level of loyalty and service to his employers, colleagues Secondly his ability to develop and maintain a close working relationship with senior managers, which in turn helps him to gain an in- depth understanding of an employer's needs, goals and ambitions. Thirdly his habit of constantly reviewing processes and identifying ways to improve efficiency & service, thereby reducing overall costs.

### ❖ Academic qualifications

Bachelor's degree Business Administration 2017 ( Israa Private University )

### ❖ Work experience

#### **Branch Supervisor total Jordan**

##### **Total Gas Station Amman – Jordan**

Responsible for running all the reports during the shift and assist the manager to finalize it, Planning work schedules for individuals and teams. ensure to present the best service for the client, Updating & maintaining relevant administrative, statistical and financial records. Proposing and implementing effective marketing strategies, Carrying out inspections of services. Accurately completing all administrative tasks. Completing all required health and safety/fire checks on time.Sep 2017 - Present

## **Team Leader**

### **Awazel for special building materials / Amman- Jordan**

Sep 2010 – Aug 2014 in-charge of corporate hospitality & delivering the highest standards of service consistently. Also responsible for being a point of contact for guests should they have any queries.

Duties:

In charge of the budgeting and financial management, planning, organising and directing of all company services.

Addressing problems and troubleshooting. Ensuring compliance with all licensing laws, health and safety and other statutory regulations. Carrying out reception duties, Supervising, training & developing junior staff. Punctual with excellent time keeping. Immaculately dressed & professional always and welcoming and greeting the customers.

#### **❖ Acquired Courses**

- Haccp (Hazard Analysis and Critical Control Points)
- First Aid Training
- safety rules
- Communication Skills Training
- Microsoft office
  - Excel good
  - Word good
  - Outlook very good

#### **❖ Managerial & Personal skills**

- problem-solving skills .
- Dealing calmly and professionally with challenging situations.
- Able to identify, understand and give priority to urgent issues.
- Extensive customer facing experience.
- Exemplary attendance and punctuality .
- Strong influencing & communication skills.
- Willing to learn and develop .
- Strong commercial acumen.

#### **❖ Personal**

Nationality: Jordanian

#### **❖ Languages:**

Arabic : fluent

English: excellent command and conversation