



TAMER BADIH ABO HADHOUD

Date of birth : 12 Oct 1992

Gender: Male

Nationality: Jordanian

Marital Status: Single

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Objective: I am looking forward to working in a prestigious organization where I can be part of a dynamic work environment, and working with a professional team to enhance my professional skills, and assist the organization to reach its goals and targets.

Education:

Bachelores degree in Accounting & Bussniss Management Field 2013-2016 / Al- Balqa Applied Univsity .
Edecation degree in Hospitalty Management from Ammon College

COURSES :

- Talal Abo Ghazaleh Elctroic Training International Diplom in IT Skills.
- Cambridge Diploma of IT Skills in Computer Knowledge Windows.
- Microsoft Office.
- JAVA .
- Vocational Trinning Corportin in Hotel Skills for 3 Month.
- English language Course for 2 Month For Beginner
- Role Hotel Skills for 3 Month.
- The Role of Success Skills in Word with 60 hours of Training.
- Common European Framework of Reference for languages (ITS Consists of 20 hours for Eatch level – A1+ A1 A2 B1+ B1 B2).
- Course in Professional etiquette At Work
- Course in How To submit a business plan and Financial Feasibility Study .
- Introduction to Financial performance management .
- Accounting and Financial Management .

Experience:

Intercontinental Amman (Accounting - Receiving Area From 1 Nov 2022 till 22 Nov 2023)
Cover the Cost control & Helping With Daily Duty & Monthly Inventory check

Objective:

Receive, unload, and process deliveries. Verify and track received inventory and complete inventory reports and logs. Work with suppliers to resolve discrepancies between invoices and actual received merchandise. Conduct inventory audits to determine inventory levels and needs. Inspect deliveries and date times to verify freshness, cleanliness, consistency, and quality throughout case lots. Refuse acceptance of damaged, unacceptable, or incorrect items. Adhere to food safety and handling policies and procedures across all food-related areas. Monitor

PAR levels for all food items to ensure proper levels. Complete and maintain required departmental paperwork. Operate forklift/pallet jack. Maintain and organize all received pallets until product is "broken down", removed and/or stored.

- Assist management in training, counseling, and motivating employees.
- assign and ensure work tasks are completed correctly and on time.
- serve as a departmental role model or mentor.
- Ensure adherence to quality expectations and standards.
- identify, recommend, develop, and implement new ways to increase organizational quality.
- Report accidents, injuries, and unsafe work conditions to manager.
- complete safety training and certifications.
- Follow all company policies and procedures.
- ensure uniform and personal appearance are clean and professional.
- maintain confidentiality of proprietary information.
- protect company assets.
- Welcome and acknowledge all guests according to company standards.
- Speak with others using clear and professional language.
- answer telephones using appropriate etiquette.
- Develop and maintain positive working relationships with others.
- Read and visually verify information in a variety of formats (e.g., small print).
- Visually inspect tools, equipment, or machines (e.g., to identify defects).
- Enter and locate work-related information using computers and/or point of sale systems.
- Stand, sit, or walk for an extended period of time or for an entire work shift.
- Perform other reasonable job duties as requested by Supervisors.

Ramada Resort by Wyndham Dead Sea (Aug 2018 to July 2023)

- Accounting Clerk & Account Payable & General Cashier (July 2021 till July 2023).
- HEAD Store & Purchasing officer (Jun 2020 till Jun 2021).
- Store keeper & Receiving (Aug 2018 till Jun 2020).

ADMINISTRATIVE BRANCH Officer AT OCEAN RESTAURANT FRO 9TH 2016

FOUR SEASONS HOTEL " FROM 4TH 2013 TO 2TH 2016 as Accounting Data Entry And analyses

ROTANA TOWER FROM 3- 2016 TO 5TH 2016 HR Admin

DAYS INN HOTEL " 6TH 2011 TO 2TH 2013 Accounting Clerk

ROYAL HOTEL "FROM 4TH 2010 TO 3- 2011 Trainee

Skills& Qualifications:

Personal Skills:

- Excellent interpersonal and analytical skills.
- Excellent leading quality, team-work and communications skills.
- Dynamic, creative person, willing to learn and develop myself.

- Able to perform both individual and team work.
- Good decision-making abilities.
- Self-motivated and able to work with minimal supervision Professional Communication skills.
- Ability to conduct several kinds of researches.
- Work under pressure.
- Work with diversity.
- Team building skills.
- Loyal to work field.

Computer Skills:

- knowledge Using of Accounting Sun 5 system
- Good knowledge in using Word, Excel, etc.
- Internet Skills.
- Excelant using of Jana system
- knowledge using of bayan Bayroll system

Languages:

- Arabic: Mother Tongue.
- English: Very Good.

Key Competencies:

- attention to detail and accuracy.
- planning and organizing.
- strong communication skills.
- information and task monitoring.
- problem analysis.
- judgment and problem-solving.
- supervisory skills.
- stress tolerance.

References:

To be provided upon request.