

## Curriculum Vitae



### Mohammad Sari Khashashneh

#### Personal Information

Date of Birth	August, 2, 1990
Place of Birth	Amman
Nationality	Jordanian
Marital Status	Single
Mobile Number	(+962)796255559
Email	<a href="mailto:moh.sari@hotmail.com">moh.sari@hotmail.com</a>

#### Objectives

I am a highly organized, dedicated and diplomatic Human Resources Officer, with a proven ability to improve working environments. Sensitive to employee concerns, I possess strong interpersonal skills, demonstrating the utmost discretion and integrity when dealing with confidential information. I am also proficient in business; reflect in familiarity with payroll systems and employment law.

#### Education

2008 – 2013	Bachelor Public Administration, Jordan University	Amman – Jordan
2007 – 2008	High School Information Technology, AL-Oroba School	Amman – Jordan

#### Courses and Certificates

Dec 2013 – Mar 2014	Certificate: <b>Human Resources</b> Academy: Stanford Academy Grade: Par excellence	Amman – Jordan
July 2019 – Until now	Certificate: <b>PHRI</b> (Professional Human Resources International) Academy: Pioneer Academy	Amman – Jordan

## **Experience**

### **Wave Maker – Amman (Menacom group)**

**Job Title:** Media Executive - Operations

Amman – Jordan  
Oct 2017 to Present

**Duties & Responsibilities:**

- Control on media plan process
- Control on media plan booking and invoice
- Create consumption and profit reports

**Job Title:** Assistant Media Planner

Amman – Jordan  
July 2017 to Oct 2017

**Duties & Responsibilities:**

- Create media plans
- Create media reports and presentations

### **Qistas for Information Technology**

**Job Title:** HR Officer

Amman – Jordan  
February 2014 to July 2017

**Duties & Responsibilities:**

- Recruitment Process: Prepares documents, sending emails, employment contract, schedule and organize interviews, employment offers, new employee orientation and trainee assessment.
- Employees evaluation.
- Implement procedures according to the Labor Law
- Other duties: attendance system, employee leaves and vacations and fill Social Security sheets.

## **Skills**

**Personal Skills:**

- Teamwork
- Excellent communication and inter-personal skills
- Ability to work under pressure
- High organizational skills
- Ability to adjust to change in working environment
- Punctual
- Self confidence
- Positive thinking

**Computer Skills:**

- HR management system (Oracle)
- Excellent use of Microsoft Office programs
- More work-related programs

## **Languages**

Arabic: Native speaker

English: good writing and good conversation

## **References:**

Available upon request