

Khaled Mohammad Salem Alshairah

jordan / irbed / alramtha

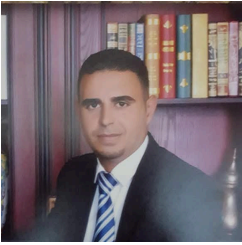
00962797212122 | kaled77889954@yahoo.com

Dear Human Resources Manager, I am an organized, detail-oriented individual who thrives under pressure and deadlines. I enjoy working with diverse teams and maintain a positive attitude. I am seeking a creative position that enables me to contribute effectively and develop my skills. Please see my attached resume. If my background and qualifications align with your needs, I would be happy to discuss further. I look forward to joining your team and contributing to your continued success.

Sincerely,

Full Name: Khaled Mohammed Salem Al-Sharah

Mobile Number: 0097430596159 / 00962797212122



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Objective

A highly skilled employee with over seven years of experience in administrative matters, I am known for my exceptional organizational skills and customer service. I have managed highly reputable companies and interacted with clients with precision, maintaining a 95% customer satisfaction rate due to my attention to detail and proactive problem resolution. I implemented a new digital filing system that increased document retrieval times by 30%, enhancing office efficiency. I also trained a team of five entry-level receptionists, fostering an effective, collaborative work environment.

Experience

- **Al Wasal Clearance Company** 03/2012 - 01/2019
Administrative and Financial Director
I worked for Al Wasl Company on the Jordanian-Saudi border as an administrative branch manager and financial officer for the company from 2012 to 2019.
- **Blue Beam Software Solutions Company** 11/2020 - 04/2022
Data Entry and Customer Service
I worked with Al-Shuaa Company as a data entry and customer service officer within the Land Transport Authority project, Jordanian Ministry of Transport.
- **Bianky Electronics, Zain Jordan's agent** 01/2023 - 05/2025
sales representative
I worked for Zain Jordan as a sales representative for home internet services, fiber optic services, and telecommunications line services.

Education

- **Irbid National University** 16/06/2018
Business Administration
Bachelor's

Skills

- Computer skills
- IT skills
- Management skills

Languages

- Mother tongue Arabic
- Intermediate English

Reference

- **Faisal mohammad - Al Wasal Clearance Company**
Manger
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00962795705956
- **Blue Beam Software Solutions Company - Blue Beam Software Solutions Company**
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- **Bianky Foundation - Bianky Foundation Zain Telecom Agent**
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