

My personal file

I am 47 years old and reside in the Emirate of Dubai, Al Twar area 2, married and have 4 children, and obtained a driving license in the United Arab Emirates, regular gear, and I have a private car, residing in the United Arab Emirates since 2007.



Professional experiences

Job | Warehouse keeper and transportation officer. Workplace: Al Wasl University, Dubai

From the date 6-1-2013 to the date 11-7-2020

Tasks and duties:

- Receiving and delivering the warehouse materials, including books, furniture, computers, electronic devices, and other .warehouse contents
- Preparing lists of warehouse work and periodic inventory of the warehouse,
- Member of the Procurement and Warranty Committee
- Follow-up of the daily movement of buses and vehicles of the .university, numbering 80 buses and vehicles
- Carrying out property renewal and insurance for vehicles and buses in coordination with the Roads and Transport Authority and the Licensing Department
- Preparing plans for the warehouse and transportation department

Job | Personnel Officer Workplace: Al Dhafra Sports and Cultural Club in the Emirate of Abu Dhabi

from the date 15 -7-2009 to the date of 6 -1-2013

Tasks and duties:

- To follow up on all the affairs of employees, coaches and players in the club.
- Conducting appointment interviews for new employees
- Processing work contracts for employees, coaches and players.
- .Make health insurance for all club employees
- Preparing and implementing plans for the Personnel -Department-
- Follow up on the time, vacations and salaries of all employees, coaches and administrators in the club
- Carrying out all the work related to the personnel department of the club

Job | An employee in the human resources department

Workplace: The Ministry of Education, Jordan

from the date 24-12-2002 to 31-10-2007

- Administrative personnel affairs in the Ministry of Education, Jordan
- In addition to the tasks of printing, secretarial, outgoing incoming, and custodian in the ministry's warehouses

Job | Teaching professional Workplace Ministry of Education, Jordan

from 1996 to 2002 the city of Jerash

Name: Ibrahim Abdullah Mahmoud

Nationality: Jordanian

Date of birth: 20-9-1975

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Certificates

- B.A. Business Management Branch Industrial Management branch of Al Jazeera University in Sudan affiliation 2002
- Diploma in Vocational Education from Balqa Applied University branch of Al-Husn University College in Jordan in 1995

Training courses and entries

- Human resources course
- Team building course
- Computer courses
- A course in quality
- Participation in the Western Job Fair representative of Al Dhafra Club
- Member of the reception committee at the Seminar of Hadith Al-Sharif at Al Wasl University
- Participation in the brainstorming session at the RTA

Languages:

- Arabic: Mother Tongue
- English: Good