

ANAS SULIMAN



BUSINESS ADMINISTRATION

Personal Information:

Name: Anas Ahed Suleiman

Place of Birth : Kuwait

Gender : Male

Date Of Birth :August 2,1992

Nationality : Jordanian

Driving License : Jordanian License

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ABOUT ME

Professional business administrator with background in sales, marketing, client relations, and financial management .Highly skilled in managing operational duties of business and propelling teams towards success. Prior experience in leadership and executive administration lends strong leadership abilities to qualifications. Exemplary professional expertise and superior communication skills in both written and spoken forms.

CAREER OBJECTIVES

I would like to utilize my passion for business administration to work in an organization where there is potential for individual growth and realization of a person`s skills and abilities and to explore the challenging. Moreover, I am currently looking for a suitable position with an ambitious company where I will be

working with industry experts, people who have the skills and experience to make a real difference to my future.

EDUCATIONA

APPLIED SCIENCE UNIVERSITY

B.A in Business Administration

FEB,2015

SKILLS

- Excellent Communications skills
- Critical Thinking
- Good Project Management skills
- Decision making
- Well organized

TRAINNG

Arab Jordan Investment Bank (AJIB) –Jordan

September, 2014- October,2014

WORK EXPERIENCE AND SKILLS

1. Sama Abu Alia – (mini

Market)-Jordan

November,2020 – December 2023

(Assistant Director)

2. Cozmo Group - Jordan

October, 2019- October, 2020

(Treasurer)

- Ability to identify strengths and weaknesses, offer alternative solutions, use logic, and draw conclusions.
- The ability to speak with other to convey information clearly.

3. Al-Ahd Plastic Tanks Company –Jordan

March, 2017 – September, 2019

(with Human Resources and Public relations function)

- Proven management experience in effectively outstanding service to customer.
- Confident communicator with an interest in listening to what the customer has to say.

4. Ahed Suleiman Plastic Tanks

Factory – Jordan

March, 2015 – February, 2017

(With Human Resources and Public relations function)

- Skilled at mediating conflict and coming up with creative solutions that benefit both the factor and customer.
- Enthusiastic team player with the ability to motivate, encourage, and excite fellow employees.

5. Azadea Group-

Jordan

May, 2014 – September, 2014

(Store House & Sales of Zara)

The Skill of warehousing and maintaining the quality of inventory, whatever its type.

- The Ability to do multiple jobs at the same time.

