**RESUME**

MOHAMED AYMAN HASHIM ALHANBALI

APR/10/1962

**HANBALI OFFICE FOR TRADING SERVICES AND TRANSLATION**

 P.O.BOX 2891 JABEL AMMAN – AMMAN – JORDAN 11181

Hanbali office

Jabela amman 1st circle – rainbow street –itam building – 4th floor

0962788672174 mobile

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**Adult1962us@yahoo.com**

ayman42us.TranslatorsCafe.com

**BANK NAME:**

**JORDAN ISLAMIC BANK**

**AMMAN**

**ACCOUNT NUMBER : 0940/2/100/6454**

**EDUCATION QULIFICATIONS:**

 **9 Courses Studies In Master Degree Program**

 **Computer Information Science (Cis)**

 **Western International Universities 1987 – 1988**

**B.A In Business Administration**

 **Western International University 1984 – 1987**

**A.S In Science**

 **Electrical Engineering**

 **Pima Community College 1982-1984**

**WORK EXPERIENCES**

**Executive Secretary**

**Ministry Of Education**

**2001 –2006**

**Duties:**

**Filing, Purchasing, Writing And Typing Official Documents**

 **Microsoft & Visual Basic Trainer**

 **2000 - 2001**

**Hanz Zidel Association**

**Duties:**

**Teaching Microsoft&V.B To Government Employees**

 **Microsoft & Windows Trainer**

**1993 – 1995**

**Jordan University**

**Duties :**

**Training Officials & Government Employees**

 **Sales & Purchasing Manager**

**1990 - 1998**

**Hanbali Office For Trading Services**

**Duties:**

**Purchasing For Companies &**

 **Establishments, Feasibility Studies,**

**Quotations For Goods And Services ………….**

 **Translator & Interpeter**

**( English – Arabic & Arabic - English)**

**1990 - 2009**

**Hanbali Office For Translation Services**

**Duties:**

**Translating Official Documents ,**

**Books, Business Letters ..**

**COURSES**

**CPA**

**( Certified Public Accountant )**

**Jordan University**

**1993 – 1994**

 **ICDL ( Intl Computer Driving License)**

**Computreach Center**

**2002 -2003**

 **Net Work Management**

**Hanz Zidel**

**1999 – 2000**

 **Fligth Steward Course**

 **Alwatan Alarabi Centere**

 **2004**

**Hotel Managment**

**Florida Academy for Managment**

**2007**

**Pmp ( project mamnager certificate )**

**Ocean center**

**Amman Jordan 2013**

**HOBBIES**

**Internet, Chess, Swimming**