

Mohammad R. Al-Hasan

Amman, Jordan

T: +962 78 7116269

E: mrmh1983@gmail.com

Personal Information

DoB: December 31, 1983

Gender: Male

Nationality: Jordanian

Visa Status: Citizen

Marital Status: Single

Driving License: Jordanian

Summary

Bilingual professional with a strong background in translation and purchasing.

Experience

Purchasing Officer, El Concorde Construction Co. Amman, Jordan — April 2010 – Present

- Verifying nomenclature and specifications of purchase requests;
- Consulting catalogs and interviewing suppliers to obtain prices and specifications;
- Obtaining price quotations in order to ensure that the best quality available is at hand for the lowest cost possible;
- Deciding on the most suitable products and services of the same price range after reviewing and analysing options at hand;
- Comparing prices, specifications, and delivery dates, awarding contracts to bidders accordingly;
- Compiling records of items purchased, prices, deliveries, and inventories;
- Drafting administrative and commercial correspondence;
- Decreasing error occurrence in workflow;
- Preparing various documents including material requisitions, proposal requests, purchase orders, and packing lists;
- Creating new forms, improving existing forms for documentation purposes;
- Following up on deals and purchasing operations;
- Investigating, resolving purchasing-related issues including but not limited to material receiving, inspection, return, invoicing, storing, and documentation;
- Keeping a detailed purchasing record for WIP and completed projects;
- Building and maintaining an archiving system for storing various data records of completed deals and price lists;
- Following up with warehouse managers on pending material requests regarding inventory compliance, availability, and material handover;
- Communicating with suppliers, maintaining a database of suppliers and service provider details, such as reliability, scope of work, and line of products;
- Verifying bills from suppliers with bids and purchase orders and approving bills for payment;
- Making recommendations, assisting in the development process of purchasing policies and administrative procedures;
- Maintaining supplier evaluation record database;
- Classifying priority regulations;
- Assuming operation of the Purchasing Department in the absence of the Purchasing Manager;
- Training junior officers;
- Providing professional assistance when needed.

HR Officer, MID-Contracting
Amman, Jordan — November 2007 – August 2008

- Processed personnel paperwork such as certificates of experience, salary, and bank transaction;
- Kept record of injuries, established procedures for reducing injuries;
- Created database records of insurance companies and employees;
- Provided assistance when needed, e.g. participated in solving legal issues of foreign labor in order to achieve optimum workflow.

Text Translator, Proofreader, Editor, Content Writer
Amman, Jordan — 2003 – Present

I have been a freelance language service provider since college days; carrying out a variety of paperwork and computerized tasks which include but are not limited to graduation projects, web pages, news articles, press releases, user guides, CVs, and cover letters in terms of writing, translating, editing, and proofreading as well.

Education

Al-Zaytoonah Private University of Jordan
B.A in English Language / Translation — March 2003 – June 2006

B.A. in English – Arabic translation. Accumulative average is 87.6; rated excellent.

Professional Certification

Institute of Banking Studies, Jordan Securities Commission
Brokers Training & Certification Program — July- August 2006

A course designed for stockbrokers and banking personnel.

Languages

- Arabic: native;
- English: professional;
- German: beginner.

Skills & Software

- Versatility;
- Analytical thinking;
- Attentiveness to detail;
- Computer & internet literacy;
- Prioritization;
- Negotiation;
- Lingual Services;
- MS Word, Excel, & Outlook;
- Basic PC maintenance.

Hobbies & Interests

Automotive, Motorsport

- Provided advisory on how to achieve optimum vehicle performance;
- Provided tips on preventive maintenance;
- Diagnosed electrical and mechanical problems using specialized OBD equipment.

Web surfing, browsing, Learning

Each time you log on, you learn something, and no matter how trivial it is, it counts for something.