



MUTAZ ALKHATAYBEH

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Key competencies

- HR
- Sales
- BTEC
- Merchandising

Work Experience

❖ **Mar 2024-Aug2024**

Senior HR Executive at Galaxy apparel industry Ltd, Ramtha-Jordan

- Interacting with the hiring managers to understand the Job Requirements as well as take help of Search Portals and candidates to understand specifications.
- Lead and coordinate on boarding for new hires, process probationary feedback, and manage employee evaluations and termination.
- Ensure HR procedures comply with labor laws and regulations.
- Screening the profiles suitable for the Client's requirement based on the salary offered and experiences in the industry, skills and assignments to be handled.
- Identify & suggest training programs for the employees.
- Leaves and attendance management.
- Investigate and understand causes for staff absences.
- Recommend solutions to resolve chronic attendance difficulties.
- Provide basic counseling to staff that has performance related obstacles.
- Assist to prepare monthly management manpower reports.
- Assist to compute manpower indicators and conduct data analysis for management update/decision making.
- Assist Assistant HR Manager with training activities and projects.
- Provide advice and recommendations on disciplinary actions.
- Managing advance salary, bonuses, loans Overtime salary and Annual leave salary
- Handling the payroll input preparation.
- Handling employee data base (both in soft form and files management).
- Full and final settlement.

➤ **Aug,2023- Feb,2024: Merchandising Coordinator at TEFRON Al-Masera textiles .co**

- Plan, implement and manage merchandising strategies Analyze and track sales figures
- Track and manage customer's satisfaction
- Monitor daily operations
- Track KPIs and make reports
- Collaborate and work with buyers, suppliers, distributors
- Draw up sales reports, create work schedules, and order merchandise
- Maintain and update customer information
- Increase sales by maintaining current promotions
- Monitor inventory, prepare invoices, and process payments
- Arranging for the delivery of merchandise to stores, warehouses.
- Coordinating with advertising agencies to plan promotional events that feature new products
- Tracking sales records and arranging stock replenishments.
- Liaising with suppliers on product pricing, promotions, special orders, buy-backs, and damages.
- Supervising purchasing activities, as well as product returns and exchanges.
- Reporting to senior managers and answering customer queries.

➤ **November ,2018 – Aug ,2023: Furniture Showroom Manager (private work) - Irbid –Jordan**

- Managing a Furniture Showroom Sales Team.
- Directing and managing a team of 4+ employees.
- Maintaining a day to day sales activities.
- Managing the supply chain from and toward the show room.
- Responsible for the overall operational excellence of the furniture showroom
- Prepared sales reports and financial reports
- Performing cost-benefit analyses of existing and potential customers.
- Maintaining positive business relationships to ensure future sale.
- Assist in the safe maintenance, appearance, merchandising and pricing of store and District standards

- Answer customer questions regarding furniture make, model, color options and related information.
- Maintains administration and relevant reporting and planning systems for the showroom in order and issues timely management and statistical reports
- Supervises all stock movement activities (in/out, transfer, sales etc.)
- Manage the month-end and year-end close processes
- Managing retail offering and inventory stocks monitoring to ensure timely replenishment of stocks

➤ **March,2017 – November ,2018 : Merchandiser at Classic Fashion Apparel Industry .Co**

Stock Data Filing and Product Handling

- Facilitates sample viewing through monitoring container arrivals to warehouse, requesting product samples, displays and arranges product samples, and monitors product shoot,
- Prepares complete and correct stock cards, having complete information such as vendor, stock number , cost, and arrival date

Inventory Management

- Prepares the purchase orders of approved items for filing in the system
- Closely monitors stock level on assigned channel and stock movement such as repeat orders, consolidation and replenishment, mark downs, movement of stocks, based on assigned area/channel
- Prepares the transfer orders for any approved stock movement.

monitor fabric and trims flow (BOM).

➤ **December,2012 – January, 2016 : Senior HR Executive at “ Number 1 Services ” Co**

- Identifying manpower requirements, taking them up to the HR Head for approval
- Conducting training sessions for old and new employees of the company
- Investigate and understand causes for staff absences.
- Recommend solutions to resolve chronic attendance difficulties.
- Provide basic counseling to staff that has performance related obstacles.
- Provide advice and recommendations on disciplinary actions.
- Managing advance salary, bonuses, loans Overtime salary and Annual leave salary
- Handling the payroll input preparation.
- Handling employee data base (both in soft form and files management).
- Full and final settlement
- Overseeing safety and health of the employees

Certificates and Training Courses

- **BTEC certificate introduction to teaching methods for BTEC level 2&3 qualifications.**
- Training in “Time management”, “Communication Skills” & “Ethics of Work”.
- Certificate in Human Resource Management Course
 - Training practical applications in human resources
 - Certificate 2 In Security Operations
 - National OHS Construction Induction Training
 - Reservations, Fares & Ticketing using Galileo Global Distribution System
 - Certificate in Data Entry Course

Education

- **2012** Central Queensland University Sydney - Australia
- Major : **M.Sc. in “Human Resources”**
- **2011** Queensland University Sydney – Australia
- Major : **Diploma of “Management”**
- **2010** Bridge Business College Sydney – Australia
- Major : **Diploma of “Business”**
- **2007** Irbid National University Irbid – Jordan
- Major : **B.Sc. in “Hotel & Tourism Management”**

Skills:

- Computer: Professional skills In MS Office (Word, Excel, PowerPoint, etc).
- Professional skills in the Internet, Web search, & E mail.
- Excellent communication, Management & reporting skills.
- Motivated and team player.
- Excellent Interpersonal and presentation skills.
- Result oriented and meet deadlines.
- Flexibility to perform various tasks.
- Able to work more efficiently in hard times under stress.

Languages:

- ·Arabic : Native Language.
- ·English: Excellent Language.

Personal Information:

- Marital status : Married
- Nationality : Jordanian
- Place of Birth : Jeddah-Saudi Arabia
- Date of Birth : 27 May,1983
- Place of residence :Irbid- Jordan

References:

Upon Request.

