



# Abdel Rahman Odeh

## Marketing Specialist

### PROFILE

Enthusiastic and team player recent marketing graduate with a diploma in marketing from Mohawk college-Canada and with four years of experience in accounting. Aiming to leverage the academic experience and proven knowledge of building relationships with new customers, stay updated with the market trends, identify and take advantage of new opportunities, and execute the company's integrated marketing plan to fulfill its objectives and goals. Frequently, my peers and coworkers praise me as detailed-oriented.

### CONTACT

ADDRESS:  
8 Al Bshaer, Amman, Jordan.

PHONE:  
+96 278 918 4632

EMAIL:  
[Abdelrahman.m.odeh@gmail.com](mailto:Abdelrahman.m.odeh@gmail.com)

LinkedIn:  
[Abdel Rahman Odeh](#)

### EDUCATION

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**Mohawk College – Canada.**  
September 2019 – April 2021  
Business – Marketing  
Diploma Degree

**Al- Balqa' Applied University - Jordan.**  
September 2010 - May 2014  
Accounting  
Bachelors' Degree

### WORK EXPERIENCE

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**1- Qabali Brothers Inc. / Canada – Marketing Specialist**  
September 2019 – October 2020

The company is specialized in importing and marketing hair related products such as hair treatment and temporary solutions.

#### Responsibilities:

- Develop, implement, and track marketing programs such as email, social media, or digital campaigns, and personal selling.
- Collaborate with other internal teams to develop and monitor strategic marketing initiatives.
- Analyze and report on the performance and efficiency of campaigns.
- Develop and create marketing materials, such as sales and product collateral, and ensure brand guidelines are met.
- Write, proofread, and edit creative and technical content across different mediums.

**2- Arab United Food / Jordan - Accountant**  
May 2015 – September 2018

The company is specialized in importing, distributing, and marketing food products such as meat and cheese in the Jordanian market.

#### Responsibilities:

- Daily accounting data entries
- Reconcile clients and coordinate with the sales team for management reports.
- Journal entries.
- Preparing collection forecast according to the credit ceiling.
- Update the cash flow report on daily basis.

## MARITAL STATUS:

Single.

## DATE OF BIRTH:

April 15, 1992

## LANGUAGES:

Arabic: ●●●●●●

English: ●●●●●●●

- Accounts receivable and payable/aging report.
- Customer contracts and credit notes.
- Coordinate with the marketing department for credit notes.
- Preparing the statement of account for suppliers and clients.
- Preparing reconciliations for all clients' accounts.
- Preparing the monthly Payroll, Pay slips and Settlement of staff.
- Managing the maintenance and calibration processes of the quality management system and follow up the documents related to the ISO system 9001-2015.

### 3- ShasTech Accountant – Saudi Arabia.

June 2014 – January 2015

The company is a leading distributor and retailer of Apple and Griffin Technologies in Saudi Arabia.

#### Responsibilities:

- Daily accounting data entries
- Reconcile clients and coordinate with the sales team for management reports.
- Journal entries.
- Preparing collection forecast according to credit ceiling.
- Customer contracts and credit notes.
- Preparing reconciliations for all clients' accounts.

## TRAINING KNOWLEDGE

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- ISO 9001:2015, Internal Audit on the maintenance and calibration processes. 21-25 January 2018 – U FOOD COPMANY.
- SAP Certification - TERP 10: Integrated Business Processes in ERP. Feb 9 to May 22 of 2014.

## SKILLS

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- Communication.
- Tech Savvy.
- Negotiation.
- Emotional Intelligence.
- Time Management.
- Team Player and leader.
- Solution Provider.
- Multitasker.