

# AMMAR ALMARHOON

HUMAN RESOURCES  
COORDINATOR

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## Core Skills

- Basic Software Development
- Project Documentation
- Business Model Analysis
- Problem-Solving
- Quality Testing
- Design Thinking
- User Research and Training

## Work History

### UNIVERSAL COLD STORE TRADING COMPANY.

*Human Resources Coordinator  
(Jan-2020 -Present)*

### MAVERIK ADVENTURE GUIDE

*lead Cashier  
(Jul-2009- Jan- 2018)*

## Academic History

### NORTHERN ARIZONA UNIVERSITY (2014-2017)

Bachelor of Science in Business Administration: Management

### UNIVERSITY OF ARIZONA (2011)

CESL - Center for English as a Second Language

## SKILLS

- *ability to interface efficiently with external and internal customers.*
- *Knowledge of accounting, content workflow, and financial analysis software.*
- *Strong work ethic to succeed in a dynamic work environment.*
- *Able to oversee a team and prioritize work.*
- *Capable of preparing operational budgets.*
- *Able to develop organizational objectives and meet them.*
- *Excellent stress tolerance.*
- *Consulting knowledge to build partnerships.*
- *Superior time-management skills to manage the time of others.*
- *Ability to oversee the repair and maintenance of office equipment.*
- *Understanding of economic principles.*
- *Highly proficient with MS Excel, MS Access.*
- *Excellent reporting and presentation*
- *Other duties as assigned.*

## Contact Details

Email: AMMARY.Y20@GMAIL.COM  
Phone: 057-763 9256

## Personal Summary

Professional Business Administrator with a comprehensive knowledge of payable receivables office administration and human resources. Proficient in computer productivity software departmental budgeting procedures and general management skills. Possesses a strong understanding of the relationship between office personnel and the necessary tools for maximum productivity.