

C.V.Consultant , Trainer :



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Qualifications:

- **Certificate of general secondary school:** the branch of schools Abdul Malik bin Marwan High School in 1990 a very good grade (82.9%). Hashemite Kingdom of Jordan.
- **Bachelor Degree of Business Administration and Economics:** University of Jordan / Faculty of Economics and Administrative Sciences in 1994 Grade good .
- **Master Degree of Public Administration:** Jordanian University for the year 2000 / rate (3.27) (very good). Hashemite Kingdom of Jordan.
- **2005, PH.D.** Organizational Behavior Oxford College for PHD studies, UK

Membership :

1. Senior Consultant for development program (EBAFF) EU
 2. President of the Assembly to develop and improve performance.
 3. Member of the World Federation of Neuro Linguistic Programming Trainers
 4. Member of the Arab Board of Neuro Linguistic Programming
- Member of the Association of Arab Writers

Languages:

Arabic: (read. Conversation. In writing): the mother tongue.

English: (to read. Conversation. In writing): Excellent.

Experiences:

(1) al Rafidain bank : 1995 to 1998, the following functions:

(A): official banking facilities

(B): Customer Service Administrator

(2) The Royal Scientific Society: 1998 - 5 / 2008, the following functions:

(A) an administrative manager and supervisor training.

(B) **Head of Procurement** and the Secretary of the Central Tenders Committee.

(3) the Jordanian company's scientific technological development from 2003 to 2007:
Secretary of the company accountant (part-time)

(4) **Administrative and Financial Director** of the company artistic production,
comedy channel in Saudi Arabia: 2008

(5) National Poultry \ KSA 2005 and for two months: **Head of Procurement Dept.**

(6) **General Manager & Owner** of Incentives for Administrative consultants :
14/12/2008 - now

(7) **Human Resource Consultant Resident** in the restructuring project for the
Vocational Training Corporation in the Hashemite Kingdom of Jordan through
UTHM University , MALAYSIA K-UTECH & WORLD BANK FUND (OCT.
2012 – TILL NOW) :

And advisory functions that I implemented as summarized as follows:

- ✓ develop a training plan in accordance with governance and business models and training for project restructuring the Vocational Training Corporation
- ✓ develop a replacement plan and succession planning

- ✓ develop models and human resources management methodologies
- ✓ directing work teams and the development of methodologies for the award criteria, King Abdullah II of Excellence in the Vocational Training Corporation and contribute to the special teams award.
- ✓ development of methodologies for the transfer of knowledge to become applications in the work environment
- ✓ preparation and development of evidence according to a draft restructuring
- ✓ contribute to the preparation and development of organizational structures
- ✓ develop cards Job Description and Job Titles
- ✓ oversee the actual implementation and consulting experience provided me
- ✓ facilitate tasks and procedures
- ✓ transfer applications European EFQM Excellence Model to the reality of work and within the standards of King Abdullah Award for Excellence in Government Performance.

(7) **EFQM Excellence Assessor Certified** 2013 , EFQM MODEL 2013 .King Abdullah II Center for Excellence

(8) the private sector and local and international public: 2004 - now:

Expert consultant and coach Certified Management locally and internationally in the areas of management in environments of many agencies and training centers for public and accredited in the areas of consulting, development and training of human resources, including:

- 1) Optimiza
- 2) Talal Abu-Ghazaleh Group , and its subsidiaries: (, Jordan, Dubai, Abu Dhabi, Saudi Arabia, Yemen, Bahrain,)
- 3) Arab Academy for Banking and Financial Sciences
- 4) Institute of Banking and Financial Studies of the Central Bank of Libya, Libya
- 5) Al Faisal International Academy / Saudi Arabia
- 6) the thinking of the advice / Saudi Arabia
- 7) best practices - Dubai
- 8) Leadership Award - Dubai
- 9) hub of life for the training and consulting / Qatar, Saudi Arabia
- 10) Focus m.e. for training and consulting / Dubai
- 11) Coach corporate, Dubai
- 12) Global Vrnchais - Kuwait
- 13) the International Training Center - Yemen
- 14) Method
- 15) The Royal Scientific Society, Center for Technology Transfer, Training Section
- 16) the efficiency
- 17) The Hashemite University

- 18) University of Jordan
- 19) Arab Academy for Banking and Financial Sciences,
- 20) Center for International Dialogue for Human Resources Development
- 21) Central to the development of human resources development
- 22) University House of Studies and Consultations
- 23) the joint efforts of training and development
- 24) Center for bright minds to develop human resources
- 25) business partners for training
- 26) Jordan Center today for the development and training
- 27) centers enhance productivity / will under the auspices of the Ministry of Planning
- 28) the flow of information to train and develop human resources
- 29) Team Power
- 30) Jordan Academy for Maritime Studies, Institute of Marine Studies
- 31) academic knowledge to the development of human resources
- 32) Training Center Greater Amman Municipality
- 33) The reference for the consulting and development
- 34) academic preparation for the training and information technology
- 35) of the Charter of the Consulting and Training
- 36) windows consulting and human resource development
- 37) Petra conference
- 38) The Royal Society for the Protection of Nature - Training Section
- 39) Academy of the Jordan River
- 40) fields of knowledge
- 41) the Kingdom of knowledge of training and consultancy
- 42) European Center for Management and Technology and Agents Cambridge
- 43) Incentives for Management Consulting
- 44) triangle of scientific training

- **The number of participants in training courses** carried out: over 9000 participants from various institutions and the public and private local and international levels on various training programs.

- **The number of hours of training** carried out by a trainer: over 13000 hours of training & coaching .

- **the number of consulting hours** : more than 25,000 hours advisory

- **Some of the names of local and international agencies that have been trained staff:**

- 1) Community of Transport and Communications RTA - Dubai
- 2) the Government of Dubai Financial
- 3) Abu Dhabi Municipality
- 4) The Ministry of Economy - Dubai
- 5) Dubai Courts
- 6) Dubai Customs
- 7) The Ministry of Municipal Affairs - Bahrain
- 8) the courts of Bahrain.
- 9) The Ministry of Interior - Bahrain
- 10) and the Ministry of Labor - Bahrain

- 11) University of Bahrain
- 12) College King Abdullah of air defense - Saudi Arabia
- 13) Saudi Aramco - Saudi Arabia
- 14) Academy of Al Faisal
- 15) Yemeni ministries
- 16) Agricultural Credit Bank - Yemen
- 17) Central Bank of Libya
- 18) Commercial Bank - Libya
- 19) The Iraqi Ministry of Planning (an average of 600 employees from the Ministry)
- 20) The Iraqi Ministry of Communications
- 21) Bank of Khartoum - Sudan
- 22), including the Jordanian ministries (Ministry of Energy and Mineral Resources, Ministry of Tourism, Ministry of Public Sector Development, Ministry of Communications, Ministry of Planning)
- 23) public institutions, including Jordan (Social Security Corporation, Noor Al Hussein Foundation, the Royal Geographic Center)
- 24) the Jordanian private sector, including (the waters, Mercedes, technology archives)
- 25) public and private universities, including (the Mutah University, Al-Balqa University, Hashemite University, German University of Jordan)
- 26) the Jordanian banking sector and from the (Jordan Commercial Bank, Bank of Jordan, the National Bank)
- 27) General Budget Department of Jordan
- 28) Arab Bridge Maritime-owned Jordan, Iraq and Egypt.
- 29) Jordan Petroleum Refinery Company
- 30) Investment Unit of the Social Security
- 31) Industrial Estates Corporation
- 32) Telecommunications Regulatory Commission
- 33) Authority Aqaba Special Economic Zone
- 34) King Abdullah II Design KADDB
- 35) King Hussein Cancer Center

- States that I have been implementing programs and training courses and many times to present:

- Hashemite Kingdom of Jordan
- United Arab Emirates
- Kingdom of Bahrain
- Arab Republic of Egypt
- Libyan Arab Jamahiriya Great Socialist
- Yemen
- Syrian Arab Republic
- Malaysia
- Turkey
- Sultanate of Oman
- Sudan
- Saudi Arabia
- Kuwait

Consultation carried out:

Was the implementation of several management consulting that preceded or followed by the implementation of specialized training programs in human resource development and the development of institutional performance and divisions in terms of development and job description, coordination, training, implementation and follow-up and to ensure achievement of strategic objectives, and this advice:

- Developing and activating the management of warehouses in Miyahuna - Jordan during the end of 2008.
- Growth and development teams work in a company Arab Bridge Maritime / Aqaba 2007
- Staff development company E-CHOICE 2007
- Member of an advisory working group to identify the needs of human resources in the Royal Scientific Society 2006
- Provide advice to develop and activate the areas of training for the following training centers, 2005-2008:
 1. Academy prepare for the training and ICT 2007
 2. Team Power 2007
 3. Department of thought Consulting / Saudi Arabia 2007
 4. Create and operate a branch of the Center for High Achieving the development of human capabilities / Bahrain in Jordan
- Provide consultation to develop the human resources module and the establishment of effective procurement unit in the Shura Council of Bahrain 2007
- Submit a proposal for the masters of Agricultural Credit Bank in the Republic of Yemen on the draft restructuring in place in cooperation with the Arab Academy for Banking and Financial Sciences, 2007.
- Consulting a variety of business development in the areas of human resources and job description of the sections, departments, units and procurement of modern computing has for many quarters, including: Jordan Commercial Bank, Joint Procurement Department, Noor Al Hussein Foundation, the national trade organization.
- Provide a training program consultant for the development of the Procurement Section med pharma company in Oman, 2008.
- Submit a program of award ((coach to develop the skills of presentation and delivery of a group of al-Ahli Bank staff during the 8 months - 2009.
- The implementation of the consulting study and analysis of Iraqi students in public schools of Jordan in cooperation with World Vision and the Ministry of Education of Jordan under the auspices of incentives for management consultancy in 2009.
- Implementation of the consulting program & coaching in the field of purchase management of domestic and international to " forest management - Bararie - Abu Dhabi in 2011 and 2012

• Diplomas implemented:

Implementation of the Platform and the teaching diploma in the field of global supply chain management - and by the British Standards College Cambridge for four months under the supervision of the European Center for Management and Technology Agents Cambridge in 2008 was repeated for the second time in 2009.

The areas of consulting:

- EFQM excellence standards
 - ♣ restructuring of institutions
 - ♣ institutional training model
 - ♣ business model
 - ♣ governance model
 - ♣ model of human resources policies
 - ♣ methodology job descriptions and job titles according to modern international standards
 - ♣ systematic replacement policy and succession planning
 - ♣ methodology career path and training
 - ♣ training methodology
- Soft skills , Ethics ,Values
- training and the establishment and
 - activation and the development of specialized training centers
 - e-marketing
 - Restructuring
 - the design and implementation of organizational structures
 - e-Government
 - Reengineering processes
 - Professional Development
 - the development of human resources management
 - supply chain management internationally adopted
 - the development of procurement management of local and international stores and tenders
 - archiving and computerization of paper-work of the sections and departments
 - institutional capacity-building
 - simplification of administrative procedures
 - build and develop teams
 - Study and analysis of the needs of human resources and materials
 - orientation of new staff
 - assess the performance of institutional and individual
 - administrative leadership and motivation
 - Development environment health and mental health.
 - Ethics behaviors in the work
 - effective marketing and sales
 - Customer satisfaction and the public
 - skills to deal with superiors and subordinates and the public

Some programs and local and international conferences carried out in the field of training and development of human resources during the last period(15 –

60 hours, 5 – 10 working days) per every program or session through Incentives for Administrative consulting (Excellent assessment), thanks to God Almighty:

1) "**Streamlining of procedures, systems and methods of work**" that was held for the AFG staff Customs Dubai - United Arab Emirates during the month of 10-2009

2) a course in "**Train the trainers**" in Sharm el-Sheikh - Egypt during the month from 8 to 2009.

3) series of training courses held following soft skills of the Bank of Khartoum - Sudan, for six consecutive weeks: (**Communication strategy, change management, time management, team work building, self esteem**) was repeated in 2009 for 9 consecutive weeks.

4) a course in "**the development of managerial skills of senior managers of office**" that was held for a group of staff of the RTA Transport in Dubai United Arab Emirates at the Institute of Administrative Development during the month 5 / 2009.

5) courses in "**ethics in business**" that was held for a group of customs officers Dubai / United Arab Emirates in the Women's Association / Dubai sponsored during the month 5 / 2008.

6) a course in "**the art of influencing others**" held for a group of staff of the RTA Transport in Dubai United Arab Emirates, during the month 5 - 2008.

7) role in "**the art of dealing with superiors**" that was held for a group of staff of the Ministry of Economy - Dubai during the end of the month 5 - 2008 and up to 2/6/2009.

8) a course in "**career planning**", held in Libya under the auspices of the Institute of Banking and Financial Studies of the Central Bank of Libya and the Arab Academy for Banking and Financial Sciences during the month of 4 - 2008

9) courses in "**the skills of effective supervision**", held in Libya under the auspices of the 3 -2008

10) session in the "**advanced medical marketing skills**" that was held for a group of staff of the Mary Stops in the Republic of Yemen 2008.

11) session in the "**ethics in business**" that was held for a group of customs officers Dubai / United Arab Emirates in the Women's Association / Dubai ,2 / 2008.

12) session in the "**build and develop work teams**" that was held for the Roads and Transport Authority RTA in Dubai, United Arab Emirates, during the month of 12/2007.

13) session in the "**Management Innovation**", held in Turkey during the 7 months - 2009.

14) session in the "**restructuring of government institutions**" that was held in the through June 2007.

15) session in the "**Eticket business and formal protocols**" for a group of Bahraini Shura Council staff in the State of during the month of 8 / 2007.

16) "excellent customer service" that was held to a group of professional safety staff of the Center under the auspices of the Libyan efficiency, during the month 2 – 2010

session in the "**art of dealing with others**" held to a group of staff of the Ministry of Municipalities in the State of Bahrain 7 -2007.

17) session in the "**leadership skills and supervisory Supreme**" held in Turkey, Istanbul in 7-2009.

18) session in the "**leadership skills and supervisory Supreme**" that was held in Kuala Lumpur, Malaysia 2006 .

19) session in the "**effective strategic planning, preparation and presentation**" that was held in Kuala Lumpur, Malaysia 2006

20) session in "**the skills of selection, recruitment and conduct personal interviews**" that was held in the Syrian Arab Republic 2007

21) session in the "**strategic management**" held in Bahrain, the end of 2007

22) session in "**the development of writing skills management reports**" that was held in Bahrain the end of 2007

23) session in the "**Excellence in the writing of reports and communications**" which was held in Dubai, United Arab Emirates on 21/7/2008 .

24) session in the "**report writing skills**" which was held in Dubai, United Arab Emirates on 22.6.2009 Dubai for the transportation in Dubai.

25) session in the "**skills to prepare and write reports, administrative and technical skills of modern**" that was held during the month 5 - 2009

26) session in the "**public relations and international protocols**" that was held 11-2008 month for Finance of the Government of Dubai.

27) session in "**ethics and business**" conduct for staff of related departments of the World" to a delegation from the Iraqi Ministry of Planning during the 10 months / 2008

28) session in the "**e-government**" for a delegation from the Iraqi Ministry of Planning during the 11 months / 2008 Sponsored method.

- 29) session in the "**contract management, administrative and commercial modern**" to a delegation from the Iraqi Ministry of Planning during the 11 months / 2008
- 30) session in the "**public relations and international protocols and Etekit and dealing with senior visitors,**" to a delegation from the Iraqi Ministry of Planning during the 12 months / 2008
- 31) A working paper entitled: "**outstanding leader for human resources management**" in the "administrative leadership excellence and impact on the planning, organization and effective management of human resources", 2007 Amman, Jordan under the patronage of the Prime Minister.
- 32) a working paper entitled: "**Management of electronic institutions**" in the planning and management of human resources, 2007.
- 33) session entitled "**Management of public affairs in modern banks,**" held to a group of staff Central Bank of Libya during the month 5 - 2008 and up to 40 hours of training.
- 34) session in the "**planning and organization of work and develop the skills of public service**" that was held for a group of service personnel budget in the city of Aqaba - Jordan, for a period of 12 - 4 -2009 for a period of two weeks.
- 35) Session in the "**art of dealing with the public and customers, superior service excellence**" that was held for a group of staff of the Ministry of Water during the month 4 - 2009.
- 36) Session in the "**art of dealing with the public and customers**", held through 8 - 2008.
- 37) Session in the "**art of dealing with presidents and their subordinates, modern skills**" that was held during the month of 11 - 2008, was repeated for the second time on 3/5/2009.
- 38) session in the "**art of dealing with the public and customers, the service outstanding**" the staff of Dana Plaza Hotel during the month from 10 to 2009.
- 39) session in the "**art of dealing with the public, customers, service outstanding**" the staff of the Arab Bridge traffic during the month from 10 to 2009.
- 40) session in the "**art of dealing with the public and customers using the telephone**" that was held for a group of staff under the auspices of the Greater Amman Municipality and incentives for management consultancy during the 10 - 2009.
- 41) session in the "**Presentation Skills and Communication**" for a group of directors of ACT- during the 10 - 2009.

- 42) session in the "**negotiation skills**" that was held during the month of 10-2009.
- 43) session for a period of 40 hours training in "**skills, effective communication**" that was held for a group of staff Central Bank of Libya Libyan banks and some commercial 2008
- 44) session in the "**supervisory skills of the Directors of the higher offices**" held in Turkey, Istanbul in 7 - 2009.
- 45) session in "**the skills of office management and secretarial**" held in the Ministry of Municipalities, Kingdom of Bahrain the end of 2007.
- 46) session in the "**office management and electronic archiving comprehensive modern**" to a group of employees of the Faculty of King Abdullah's military air defense of Saudi Arabia, a 40-hour intensive training through the end of the month 5-2008 Amman - Jordan, the Hotel Imperial.
- 47) session in the "**office management and electronic archiving comprehensive modern**" to a group of employees of the Faculty of King Abdullah's military air defense of Saudi Arabia, a 40-hour intensive training through the end of the month 6-2008 Cairo - Egypt, Hotel Vlamenko.
- 48) session held in "**electronic secretaries**" 2008 to a group of company employees to generate electricity.
- 49) session in:" **secretarial comprehensive** " set of employees and the Ministry of Agriculture for a period of 60 hours training 2008.
- 50) session in the "**management of secretarial and Electronic Archiving**" during the month 6 - 2008
- 51) session in the "**complementary skills in office management and secretarial**"
- 52) session in the "**Strategies for electronic archiving**", 2008.
- 53) session in the "**effective management control**" that was held during 2008.
- 54) session in "**the skills of selection, recruitment and interviews**," held during the - 2008.
- 55) session in the "**evaluation of institutional performance**" held in the end of 2007
- 56) session in the "**Human Resources Management**" held in Zarqa Private University under the auspices of Academy of the Jordan River during the 8 months - 2008.
- 57) session entitled "**Identification of training needs, some modern**

applications," a group of employees of the Air Force Academy under the auspices of the Saudi al-Faisal of Saudi Arabia, for 25 hours of training during the month 5-2008.

58) session in the "**skills inventory and analysis, characterization and evaluation functions**" that was held in 2007.

59) session in the "**Human Resource Management**" held in 2007

60) session in the "**development of supervisory skills**" that was held for the Greater Amman Municipality 2007

61) session in the "**management of meetings and committees**" that was held in 2006

62) session in the "**art of management meetings and report writing effective**" held through 7 - 2008.

63) session in the "**promotion of small enterprises**" held "that was held in Madaba, 2006

64) session in the "**modern trends in building teams**" that was held for the Arab Bridge Company / city of Aqaba, 2007

65) session in the "**Team Building for Change**" held 2006 and 2007 and twice.

66) session in the "**efficient sales management teams**" that was held in 2007

67) session in the "**Towards a modern concept of the formation and team building**" that was held for a number of staff of the Ministry of 2007.

68) training course in the "**Excellence in written correspondence and reports of administrative and technical**" held in 2007.

69) session of awareness in the "**effective marketing skills**" in the group of companies for 2007 profit

70) session in the "**recent trends to develop marketing plans and applications to increase sales**" held in 2007

71) session in the "**Development of Human Resources Management**" held at Al al-Bayt University 2007

72) session in the "**making decisions and solving administrative problems**" that was held at the University of Al al-Bayt 2007

73) session in the "**electronic government**" that was held at the University of Al al-Bayt 2007.

74) group sessions in a row (at 60 hours of training) for employees of the Jordanian e-choice in the following topics 2007:

- **The art of dealing with clients and others**
- **Time Management**
- **Marketing Management Effective**
- **Presentation skills and communication**
- **Team Building**
- **Effective Supervision Skills**

75) advanced course entitled "**the skills of procurement and bidding and negotiations with suppliers**" provided a group of employees of the Ministry of Interior of Bahrain and the Bahraini Ministry of Municipalities during the month from 10 to 2009

76) training for Diplomas in the field of "**supply chain management**" and the certificate approved by the College Cambridge UK by 80 hours of training during 2008, and was repeated for the second time beginning in 2009 for a period of 80 hours of training.

77) session of training in the field of **supply chain management**, a group of staff of the Center for Excellence, King Abdullah during the military 11 months - 2008.

78) session in the "**International trade and foreign procurement and its relationship to the documentary credits**" that was held, 2007.

79) session in the "**Purchasing and Materials Management**" held in Egypt - Cairo Hotel Vlamenko, during 6 in 2008.

80) session in the "**skills development tenders and procurement**", held in the United Arab Emirates / Abu Dhabi 2007.

81) Conference on "**Development of managerial skills and technical workers in the warehouse Supreme**" that was held in Turkey, Istanbul in 7 - 2009.

82) session in the "**management skills warehouses and stores**" that was held in the Syrian Arab Republic 2007.

83) session in the Integrated Skills in the "**management of procurement and bidding**" held 4 - 2008.

84) session in the "**comprehensive control over the management of procurement and warehousing**", held under the auspices of the Kingdom of knowledge during the 8 months - 2008.

85) session in the "**management of procurement, storage, and evaluating the performance of suppliers**", during the month 4 - 2009.

86) session in the "**Excellence in supplying management, local and international**" held during the month 5 - 2009.

- 87) session in the "**skills to prepare contracts and tenders**" held in 10 - 2009.
- 88) session in the "**skills of bids and tenders**" that was held for a group of during the month 8-2009.
- 89) session in the "**Excellence in supply management and procurement**" held through 8 - 2008.
- 90) session in: **Diagnosis of legal and administrative aspects and the technical bids and purchases, bumps practical solutions**, 2008
- 91) session in the "**pitfalls of tenders, some practical solutions and scientific**", held in 2007
- 92) Workshop on "**Excellence in the management of procurement, tendering and negotiation skills, supplier performance evaluation**" that was held in 2006
- 93) session in the "**Excellence in Purchasing and Materials Management and tenders**" that was held in 2006
- 94) session in the "**procurement management and planning requirements**" that was held at the center of international dialogue Amman, Jordan 2006
- 95) session in the "**control of procurement and stores**" that was held at the 2006
- 96) session in the "**warehouse management**" held in 2006
- 97) session in the "**management of the annual inventory of warehouses and stores**" that was held in the 2006
- 98) and a workshop in the "**computerization of the management of procurement, bidding and organizing assets**", held in 2006 Amman, Jordan
- 99) training course in the "**warehouse management**" held in 2007
- 100) course in "**modern skills in warehouse management**" held in the end of 2007
- 101) course in "**systems and methods of local procurement and external (a new entrance in the negotiation and evaluation of suppliers)**", held in 2007
- 102) Workshop on "**Excellence in the computerization of procurement, warehousing and inventory planning systems using barcode labels and thermal**" nature of the work dedicated to the Industrial Estates Corporation - Sahab during the month from 6 to 2009.
- 103) Workshop on "**Excellence in the computerization of procurement, warehousing and inventory planning systems using barcode labels and thermal**" held 2007, and had been successfully implemented in the same position three times during the year.

- 104) Workshop on "**Excellence in the computerization of procurement, warehousing and inventory planning systems using barcode labels and thermal**" held in 2008.
- 105) course in "**procurement strategies and negotiation skills, supplier performance evaluation**" that was held in 2007.
- 106) course in "**Management of stored products**" held in 5 - 2008.
- 107) course in "**managing the stores and inventory control using the computer**" that was held in 2007
- 108) course in "**procurement strategies and negotiation, supplier performance evaluation**" that was held in 2007
- 109) course in "**legal tender and the contract**" that was held at the 2007
- 110) course in "**everything from the bids and tenders and contracts,**" held in 2007
- 111) course in "**management of warehouses and stores**" in 2007
- 112) course in the "**obstacles and problems of bidding and procurement, some practical solutions and scientific**" that was held in 2007
- 113) course in "**planning and organization of procurement and stores using the computer**" in 2007
- 114) course in "**warehouse management and inventory control idle**" held at the 2007
- 115) course in "**procurement and tenders**" that was held in 2007
- 116) and a workshop in the "**computerization of the management of procurement, stores, and the organization of assets**", held in 2006 Amman, Jordan.
- 117) course in "**foreign purchases**" that was held in 2007
- 118) course in "**Organization of the assets and warehouses by barcode system**" held 2007.
- 119) course in "**management of warehouses and stores**" that was held in 2007
- 120) course in "**Dealing customs, insurance and maritime transport**", held in 2007
- 121) course in "**the skills of analysis for the bids**" that was held in 2007.
- 122) courses in the "**computerization of the warehouse**" that was held in 2007.

- 123) course in "**procurement strategies and negotiation, supplier performance evaluation**" that was held in 2007
- 124) a specialized course in "**Management of small and medium enterprises,**" a group of staff of the Iraqi Ministry of Labor in the Kurdistan region - Erbil during the month from 4 to 2010 under the auspices of Talal Abu-Ghazaleh International Organization for Migration IOM.
- 125) a specialized course in "**leadership skills, supervisory and team building**" a group of staff of the Royal Court, Muscat, Sultanate of Oman during the month 3-2011 under the auspices of the Middle East for training.
- 126) 2) a specialized course in "**modern management skills**" to a group of ministry officials in the region of Nizwa - Muscat, Sultanate of Oman during the month under the auspices of the Merseyside 3-2011 for training.
- 127) a specialized course in "**the skills to write reports and correspondence,**" a group of customs officers Abu Dhabi during the month 2-2011 under the auspices of the source of training.
- 128) Specialized course in "**more than just a decision**" for a group of departments of insurance companies in Jordan under the auspices of the Foundation Management Consulting incentives through the end of the month 9 - 2012.
- 129) Specialized course in "**preparing marketing plans and programs**" for a group of Jordanian private sector employees during the month 9 - 2012 under the auspices of the Amman Chamber of Commerce.
- 130) Specialized course in "**institutional change management skills**" to a group of managers and the Ministry of Culture and Community Development in Dubai - United Arab Emirates under the auspices of Emirates College of Technology during the month 8-2012.
- 131) Specialized course in "**the art of dealing with others,**" a group of employees wilds of forest management - Abu Dhabi sponsored by Talal Abu-Ghazaleh during the month 7-2012.
- 132) Specialized course in "**management contract operations**" for a group of employees of Dubai Municipality sponsored Expert Training Center during the month of 6-2012.
- 133) Specialized course in "office management and archiving" for a group of employees of the Abu Dhabi Police in Abu Dhabi under the auspices of Ibn Battuta training during the month of 5-2012.
- 134) Specialized course in "Introduction to six sigma" for a group of employees of the Ministry of Culture in Abu Dhabi sponsored Expert training during the month of 5-2012.
- 135) Specialized course in "**the art of dealing with superiors**" for a group of employees of the Ministry of Water and Environment in Abu Dhabi under

the auspices of Best Practice for training during the month of 5-2012.

- 136) Specialized course in "**customer service and NLP**" for a group of staff of the Social Insurance Authority in the Sultanate of Oman under the auspices of the completion of the training during the month of 4-2012.
- 137) Specialized course in "**etiquette, social etiquette and international protocol**" for a group of employees of the General Command of Dubai Police sponsored Duxell training during the month of 4-2012.
- 138) Specialized course in on "**Management by Objectives**" for a group of school administrators and the Ministry of Education and sponsored by UNESCO - Sharjah during the month 3-2012.
- 139) Specialized course in "**leadership and administrative skills for the business**" to a group of entrepreneurs in the emirate of Sharjah - United Arab Emirates sponsored by the Economic Development Foundation during the month of 2 - 2012.
- 140) Seminar on "**Management by Objectives and achieve Results**" for general managers in the Diwan of Royal Court in Muscat, Sultanate of Oman under the auspices of the European Business Center during the month of 12 -2011
12. Specialized course in "management training and leadership skills" to the Customs Department - Abu Dhabi in Dubai during the month 10-2011
College-sponsored United Arab Emirates - Abu Dhabi.
- 141) Specialized course in "**analyze problems and make decisions**" for the Ministry of Social Development in Dubai during the month 9-2011 sponsored Expert training.
- 142) Specialized course in "**skills to deal with bosses**" of the Ministry of Economy in Dubai during the month 9-2011 sponsored by the Academy of minds.
- 143) Specialized course in "**modern thought in the management of human resources**," the Ministry of Awqaf and Religious Affairs of the Sultanate of Oman in Turkey - Istanbul during the month 9-2011 under the auspices of the European Business Center
- 144) Specialized course in the "**Write to media reports**," a group of center staff's King Abdullah II Design and Development KADDB during the month 9-2013 sponsored incentives Management Consulting.

Books written in the name of Omar Tarawneh:

1. **Series Adviser: Adviser in the local procurement and international trade** (contracts, negotiating with suppliers, bids, vendor performance evaluation), Omar Al-Tarawneh, 2010 House of the future of publishing and distribution.

2. **Series Adviser: Adviser in the Department stores of chilled and frozen**, 2010 Omar Al-Tarawneh, a house for the future of the publication and distribution.

3. **Series Adviser: Adviser in procurement strategies and negotiation and to reduce costs**, 2010 Omar Al-Tarawneh, a house for the future of the publication and distribution.

4. **Series Adviser: Adviser in the office management and secretarial modern**, Omar Al-Tarawneh, 2010 House of the future of the publication and distribution.

5. **Series Adviser: Adviser in modern management strategies**, Omar Al-Tarawneh, 2010 House of the future of the publication and distribution.

6. **Series Adviser: Adviser to oversee the effective managers**, Omar Al-Tarawneh, 2010 House of the future of the publication and distribution.

7. **Series Adviser: Adviser in the marketing of medical advance**, Omar Al-Tarawneh, 2010 House of the future of the publication and distribution.

8. **Series Adviser: Professional Adviser in the Department of Human Resources**, Omar Al-Tarawneh, 2010 House of the future of the publication and distribution.

9. **Series Adviser: Adviser to write reports and business correspondence**, Omar Al-Tarawneh, 2010 House of the future of the publication and distribution

10. **Series Adviser: Adviser in the art of dealing with clients and the public, superior service excellence**, Omar Al-Tarawneh, 2010 House of the future of the publication and distribution.

- I have a scientific and practical experience in the studies and consultations and the preparation of training packages and specialized courses, practical training programs in the fields of management, including:

- ethics , values ,Soft skills
- training and identify training needs
- Public Service
- secretarial electronic
- Management of electronic
- To develop individual and organizational performance
- Restructuring and Reengineering
- Simplifying the Business
- Human Resources Management
- Management leadership
- Management oversight
- Marketing
- Time Management
- effective administrative controls
- Management of Organizational Behavior
- effective leadership
- Presentation skills and communication
- Creativity

- skills to deal with other art eticket and Protocol
- office management and secretarial
- Development of negotiation skills
- excellence in business reporting and business correspondence in both
- Task Forces
- Management of local and international procurement, stores, and tenders and the latest computerized methods
- In addition to many of the topics miscellaneous administrative

Training courses and membership (from 1 - 26):

1. Role in "training of trainers TOT" held at the Royal Scientific Society 2007, certified by Her Royal Highness Princess Sumaya Bint El Hassan save God.
2. Session in use "" Microsoft Windows.
3. A course in using the Lotus 123 "."
4. "ICDL " / Royal Scientific Society 2004
5. Session in windows / WinWord for 2001
6. A course in "the use of PC Dos" held at Ibn dean of studies.
7. Role in "financial guarantees" that was held in the Association of Banks in Jordan.
8. Role in the clearing-house mechanism, held in (sbs) specialized banking solution. And receive practical training at the Central Bank of Jordan to implement this system.
9. Role in the "documentary credits" that was held at the Institute of Banking Studies
10. Role in " developing the negotiating skills" of the staff of banks and financial institutions held at the Institute of Banking Studies 1997
11. Role in "conditions of carriage and delivery in international trade and their relationship to documentary credits The policyholders "held in the Jordanian Institute of Management - Industrial Development Bank 1998
12. Session in" the application of quality system ISO" held in the Royal Scientific Society 1998
13. "Banking facilities "in the session held at the Institute of Banking Studies 1998.
14. Role in the "Internal Audit" under the supervision of Lloyds2000
15. Session of " excellence in the writing business reports", held at the Talal Abu-Ghazaleh training in 2003.
16. Development Course" Presentation Skills and Communication", held in the Royal Scientific Society 2004
17. A course in "Adjustments and restrictions friendly traction Closing" / Jordan Center today for the development of 2005
18. A course in "Leadership" held in the Royal Scientific Society in 2006
19. Role in the "procurement management and computer stores" in the Jordan Academy Marine Studies in 2006
20. Role in the "creativity" that was held at the Royal Scientific Society in 2006
21. Role in the "advanced creativity" that was held at the Royal Scientific Society in 2006
22. Certificate of building the institutional capacity of the Royal Scientific Society 2006
23. His role in "raising awareness of quality" that was held at the Royal Scientific Society 2006

24. Member of the team work, "the standard of leadership," the Royal Scientific Society 2006 / Award for King Abdullah of Excellence
25. Role in "developing the performance of staff" held at the Royal Scientific Society 2007
26. A course in "Mediation Skills", held under the auspices of Partners-Jordan 2007

Thanks wrote:

I received a thank you from the following on excellence in performance and implementation of training programs and to contribute to a distinctive working papers in several conferences, and these agencies:

- successive presidents of the Royal Scientific Society
- Ministry of Municipalities / Bahrain
- Center minds - the noble role of Al –Shareefa Bedoor bint Nasser .

Hobbies:

Taekwondo, chess, travel, reading