





الرقم: م ع/د/ 45/ 2020  
تاريخ : 2020 /11 /18

السادة / هيئة الاوراق المالية المحترمين

تحية طيبة وبعد ،،،  
يرجى تغيير اسم ممثل مجموعة طنطش للاستثمار عضو مجلس ادارة  
شركتنا من السيد خالد احمد علي خوالدة الى الانسة عريب ناجي  
داوود ابوزياد .

وتفضلوا بقبول فائق الاحترام .

الدكتور حسام الدين الرفاعي  
العضو المنتدب  
المركز العربي  
للصناعات الدوائية والكيمائية  
Arab Center  
for Pharmaceutical & Chemical Industries

نسخه الى :-

- مركز ايداع الاوراق المالية المحترمين
- بورصة عمان المحترمين
- ملف الصادر العام



# Oraib Abu Zayyad

Oraib is a talented and motivated person, fast learner and well organized. Has more than 18 years of experience in multiple fields such as (Research, Administrative Duties, Business Assistance, Logistics, Office Management...etc) Studied in different Majors such as (Executive Secretary, The Power Of Mind, Yoga, Philosophy) Desiring a position where I can offer quality, support, and solutions, through passion for Experience in Administrative Duties.

✉ oraibabuzayyad15@gmail.com

☎ +962 791418706

📍 Rabieh, Amman, Jordan

## EDUCATION

### Diploma in Executive Secretary Wasfieh Educational Center

1998 – 1999

#### Courses

- Keyboarding, word processing, business math, business English.
- Records management, transcription and office operations.
- Advanced office skills, specialized programs.

## WORK EXPERIENCE

### Office Manager & Personal Assistant Tantash Group

10/2012 – Present

Amman, Jordan

to free the CEO time from organizing and administrative tasks. managing diaries and organizing meetings and appointments, often controlling access to the CEO. booking and arranging travel, transport and accommodation.

#### Achievements/Tasks

- Handling all correspondence on behalf of CEO.
- Follow up with top management on workflow and progress.
- Keeping records of all meetings and official documents.
- Designing and updating filling system.
- Overseeing clerical and secretarial functions.

### Assistant - General Manager

#### Wadi Resort

10/2009 – 10/2010

#### Achievements/Tasks

- Handling group events requests and finalizing contracts
- Arranging social activities
- Handling correspondence and meetings for the general manager
- Maintaining office records and laying down the procedure of resort day-to-day records.

### Public Relation Manager

#### BCD Travels

10/2007 – 09/2009

#### Achievements/Tasks

- Managing hotel department employees and work flow.
- Distributing tasks and appointing account managers
- Setting work strategies and promoting our services
- Arranging annual private social events for our top VIP clients

## SKILLS

Communication

Presentation

Negotiation

Languages

Teaching

Resourcing

Research

Analysis

Performance

Time Management

## ACHIEVEMENTS

Self Actualization (0/2018)

Peace Building (2018)

## ORGANIZATIONS

Over The Rainbow (2018 – Present)

Yoga Instructor

## ACHIEVEMENTS

50+ Books Reading

## LANGUAGES

Arabic

Native or Bilingual Proficiency

English

Native or Bilingual Proficiency

## INTERESTS

Reading

Music

Cycling

Traveling

Exploring

Body Building

Self Actualizing

Driving

Car Racing

Wondering

Meditation