



MOHAMMAD NASER JARADAT

Throw my last working experience I honed my skills in conflict resolution, communication, and leadership. Eager to apply this diverse skillset to transition into human resources coordination, with a strong desire to contribute to a healthier work culture and optimized operations and supports the Human Resources function within a highly regulated, professional, and compliance-driven corporate environment.

Contact and inf.

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Address

Doha, Qatar

Date of Birth

19/12/2002

Linkedin

Mohammad Jaradat

Education

Bachelor degree in Physical Education

AL-Albayt University
Faculty of Educational Sciences
GPA: 3.34
Graduation year: 2024

Skills

- Microsoft Office programs
- Data analysis and data entry
- Communication
- Problem-Solving
- Time Management
- Attention to Detail
- Conflict Resolution
- Adaptability
- Team Collaboration
- Empathy

Language

- Arabic
- English

Professional Experience

present

02/2025

HR and Administrative Coordinator

Amjad Nainwa for General contracting and Services

Doha, Qatar

- Coordinate onboarding and orientation for new employees, ensuring all documentation is completed accurately and on time.
- Maintain and update employee records, HR databases, and personnel files in compliance with company standards.
- Support HR operations such as leave management, attendance tracking, and employee documentation. Assist with visa, QID, and government-related HR processes in coordination with PROs.
- Prepare HR reports, letters, and employment-related documentation as required.
- Ensure confidentiality and accuracy of all HR information.
- Provide general administrative support to the HR team as required.
- support administrative tasks: forms, filing, stock checks, and basic reporting
- Coordinate daily administrative tasks and office operations.
- Support management with scheduling, documentation, and correspondence.
- Maintain organized records and files.
- Handle employee queries related to HR policies, procedures, and benefits

05/2025

04/2021

Administrative Coordinator and Teacher

Melad Cultural Center | Amman, Jordan

- Activities Officer at Summer Centers.
- Tutor For basic stages.
- Work with both abilities and disabilities.
- Work closely with the team to maintain a positive and supportive environment
- Monitor punctuality and ensure the daily schedule runs smoothly

Hobbies

- **Teaching swimming** - with Lifeguard bronze level license
- **karate** - with 2 nd Dan Black Belt
- **Organizing**