**Resume**

**Khaled Qublan Khalaf Abu Dalbouh**

**abudalbouhkhaled@yahoo.com**

**Consultant for General Manager of Co- Operative Corporation& Manager for Zarqa Co-Operative Department**

**Date of Birth: 1/12/1962**

**Co- Operative Corporation**

**Jordan- Zarqa**

**Tel:+962(5)-(365-0783)**

**Mobile :+962(79( -(834-6640)**

**Mobile:+962(77)-(772-9051)**

**Summary**

Three years in extension and rural department in teaching farmers and solve their problems in their farms ,Ten years in Human resource Management in Ministry of Agriculture within this period I work as liaison officer to his Majesty King Abdullah 2 in Government award of excellence performance and transparency , Three years as Consultant to General Manager in Ministry of Agriculture . Three years as Consultant to General Manager in Co-Operative Corporation &Coordinator to Co- Operative Corporation Project( sustainable of livestock breeders in the Jordan desert ,also trainer in Co- Operatives institute .fifteen years an expert in Co- Operatives

**EDUCATION:**

(1)-Master Degree in management and strategic studies/ Muta University/Jordan\_2012.

(2)-Higher Diploma in national resources   Management / Royall Defense College/ 2012.

(3) Higher Diploma in financial Management / Arab Academic/ Jordan  2002 – Amman .

(4) B. Sc. Degree in General Management and Political Sciences, Yarmouk University, Irbid, Jordan, 1993 .

**Professional academic experience**

1985-1988 : Extention teaching and Trainer in Zarqa River passion project.

1988-1993 : Human resource Management in Ministry of Agriculture ,within this period I’m student in Yarmouk University .

1994 at Ministry of Culture .

2000 –2002: Assistant to Manager to Capital Department in Agriculture , I got scholarship to study Higher Diploma in financial Management / Arab Academic/ Jordan  2002 – Amman .

2008-2010 : working in Directorate for National Center  for Agricultural and Researches A director .

2011 -2012 : Director in Ministry of Agriculture within this time I got scholarship to Master Degree in management and strategic studies/ Muta University In Defense Royal College.

**Training**

(1) Computer Literacy, Windows and Excel at GTZ and Ministry of Agriculture .

(2)  Training course in- Administrative Institute/yarmuk University..

About: Management supervision.

(3)  Training course in- Administrative Institute/Yarmuk University.

      About the office work

(4) Training course in Diplomatic Institute -Amman- Jordan- about protocol &     Experience of communication.

(5) Work shop Theories and Development  strategies of Rural Education

      in 2002 in China

(6) Training course in- Administrate the experts/Greece in 2007.

(7) Training course in- Administrative Institute-Amman - about built leadership in government 2008.

(8) Training course in- Co-Operative Institute-Amman- about(EFQM) as Europe Model & His Majesty King Abdullah 2 prize for Government works 2014 .

(9) ) Training course in- Co-Operative Institute-Amman- about Management & Finance small Projects in Co-Operative Corporation 2015 .

(10) workshop in management for small project in Amman Arab University in 13/11/2016

**- SUMMARY OF WORK EXPERIENCE:**

**1)** Consultant to General Manager in Co-Operative Corporation & Manager to Zarqa Co-Operative Department from10/01/2016   until now.

2) Consultant to General Manager in Co-Operative Corporation & Coordinator to Badia Project from1/12/2013 & supervisor for training and education for employee at Co-Operative institute  &  Co-Operative Corporation in Kingdom until 10/01/2016  .

3)   Committee Member for Management &Strategic in His Majesty King Abdullah 2 prize for Government works in Co-Operative Corporation until now  .

4) Consultant in the Ministry of Agriculture from 2010 until 1/12/2013

5**)**Manager in theManagement center in the Ministry of Agriculture from2008-2010

6) Manager officer  for his Excellency General Director for National Center  for Agricultural and Research.2006-2008& Focal point to his Majesty King Abdullah2 prize to Government works .

7) liaison officer to his Majesty King Abdullah2 prize to Government works and facilitates procedure in government works.

8)  Head of Correspondence to Ministry of Agriculture from 23/5/2002 to 25/5/2006

a-Computer Filings system and control all employee in this division.

b- liaison officer to His Majesty King Abdullah 2 prize to Government works.

c- liaison officer to Electronic Government in Jordan.

d- Committee in Restructure  to re- hirercal Ministry of Agriculture.

e- Committee in project performance at Ministry of Agriculture .

f- Committee in the box of creative and active in Government.

g-Facilitate procedures to all visitors to Ministry of Agriculture.

     9) Controller of Managerial and financial works in /Department of Agriculture capital       /Amman  ,As from 24/6/2000 to 23/5/2002 very good knowledge in the Labor law, Social Security and Tax related

a-Control and fellow all training and fellowships to employees.

b- very good knowledge in maintaining the manning budget

c- Control finance  works(budgeting, verygood knowledge in the monthly payroll closing)

10) Head correspondence of the Ministry of Agriculture &  Head of the Emergency office in the Ministry of Agriculture in Amman As from 7/8/1999 to 24/6/2000 implementation of the employees evaluation system and supervising the Human Resources team

11) Head Correspondence Bureau & Human Resource management  from 4/4/1999 to 7/8/1999 In Management in Administration of Extension & Rural Development & Environment.

12) Committees of the parliamentary election and municipal member of many- year from 1988-2016

**– Researches & studies :**

(One)  Research to Job  description to department of Extension – Jordan- Amman

(Two) Research to Job descriptions to National center for transfer technology- Jordan- Amman.

(Three)  Paper about education on the rural area in Jordan at – china / 2000 .

(Four)   Partner in Job descriptions Research for all the Ministry of Agriculture & all the departments in hall kingdom.

(Five)   Partner in facilitating procedures study for the Ministry of Agriculture & all the departments at hall the Kingdom.

(Six)       Partner in study for the Ministry of Agriculture about re - higher-cal & making balance to employee for all the departments belong to (MOA)  in the hall kingdom .

(Seven)   Research in financial Analyst in 2000.

(Eight)    Child story with paintings    2000

(Nine)     Research in Laundering money at 2000.

(Ten)      Research in Developing the management of the Government in Jordan at 2012.

(Eleven)      Research in  Developing Politics and economic  in Jordan 2012.

(Twelve)     Paper about Decentralization in the Agriculture management works in Jordan coordinate with Europe office in Jordan at 2008.

(Thirteen)   Research about Ware in Future in - 2012.

(Fourteen)   Proposal for creative  ideas as Agri-tourism 2012

(Fifteen)   Proposal for creative  ideas as sustainable for badia project also design all panflets and posters .

(sixteen) study for co-operative corporation sector in Jordan challenge and solutions.

**Projects**

 \* Zarqa River project ,working from establishing project to survey to train farmers in all units in the catchment .

\*High land project ,in Management and participate all committee in project.

\*Co-Operative project to farmers in Badia in Jordan .

\* Government Electronic service project at Ministry of Agriculture.

**Talks**

* University of Arab 2016
* Co-operative of Al -Hashemite in 20/02/2016
* Co-operative of Al –sukhneh in15/03/ 2016
* Co-operative of Al –rebat in 02/05/2016
* Co-operative of Al -Hashemite in 22/08/2016

**-** **Memberships& other Activities:**

* (1)  Consultant to Co-Operative females Of al kufair/ Jarash from 2006 until now, preparing studies for projects , proposals, budgeting ,meeting local and national, training and seminars ,membership with  USAID ,MERCYCORPS ,Jordan University,
* (2)   Chairman, Al- Reef Cultural Form, Jerash  Governorate from 1996-1999.
* (3)Member, National Society for Children Education, Noor Al-Hussein    Foundation, 1986- 1990.
* (4)    Member, Jerash Society for Arts.
* (5)    Personal Painting Exhibitions local, 2 national.
* (6)    Participation in 16 Painting Exhibition with other's .
* (7)    68 Works being kept by Painting- interested people.
* (8) painted& design  Posters to the united nation about ( woman feed the world ) .
* (9)   painted& design Poster to the U.N about young’s against  hungry
* (10)  paint all visual ads to participants in Extension  workshops in MOA.