

CURRICULUM VITAE



- **Personal Information:**

Name : Manar Musa Al-Ajlouni
Date and Place of Birth : 13/3/1980,Amman-Jordan
Nationality: Jordanian.
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- **Education:**

– Master Degree in Industrial Engineering with an excellent rating, from Jordan University / Amman in 2016.

– BSc. Degree in Electronic Engineering with very good rating, from Yarmouk University / Amman in 2004.

- **Present position:-**

- Head of Planning, Development and Quality Control at Prince Hussein Bin Abdullah II Academy for Civil Protection.

- Faculty member for occupational safety and health Course., Prince Al-Hussein Bin Abdullah II Academy for Civil Protection.

Training Courses:

Course title	Start day	End day	The entity	Place
New Arrivals	11/12/2005	16/3/2006	Civil Defense	Civil Defense School
Constituent Civil Defense	2/4/2006	12/6/2006	Civil Defense	Civil Defense School
Preparation of the International Computer Driving License (ICDL)	5/8/2006	5/11/2006	Royal Scientific Society	Royal Scientific Society

WIMAX Radio system design Network Planning Training	17/5/2007	19/5/2007	University of and Science Technology	University of Science and Technology
Computer Networks Course	5/2/2010	7/4/2010	General Security	General Security
Foundational Prevention Course	5/2/2014	4/4/2014	Civil Defense	Civil Defense
AutoCAD 2D,3D (30 Hours)	26/8/2012	5/9/2012	New Horizons computer learning Center	Prince Hussein bin Abdullah II Academy for Civil Protection
Social responsibility	31/1/2016	2/2/2016	King Abdullah II Center for Excellence	
Project Management PMP	1/9/2016	22/9/2016	Pioneer Center	
Occupational Safety and Health Administration OSHA	24/9/2016	20/10/2016	Civil Defense	The center of the seven arches
Occupational safety and health supervisors	٢٠١٧/٤/٨	٢٠١٧/٦/٢١	Civil Defense	Civil Defense Training Center
Universities Management	٢٠١٨/٦/١١	٢٠١٨/٦/١٣	Raya Watan Training Academy	Prince Hussein bin Abdullah II Academy for Civil Protection
Ninthe cycle of civil developmen project\KAFD	٢٠١٨/٤/16	٢٠١٨/٤/18	King Abdullah II Center for Development KAFD	Amman - Geneva Hotel
	٢٠١٨/٧/8	٢٠١٨/٧/9		Amman - Geneva Hotel
	٢٠١٨/٩/2	٢٠١٨/٩/7	IDG	Royal Sandhertz - London College
Innovation Leader (JITS)	٢٠١٨/١٢/11	/١٢/12 ٢٠١٨	King Abdullah II Center for Excellence	
Total Quality Management	٢٠١٩/١/٢٨	٢٠١٩/١/٣١	Software Proficient Academy	Abdullah II Prince Hussein bin Academy for Civil protection

Social responsibility	٢٠١٩/٢/٢٨	٢٠١٩/٢/٢٨	King Abdullah II Center for Excellence	
Key performance indicators	٢٠١٩/٣/٧	٢٠١٩/٣/٧	King Abdullah II Center for Excellence	
How to numbers and view results	٢٠١٩/٣/١٤	٢٠١٩/٣/١٤	King Abdullah II Center for Excellence	
Radar Evakuaton tool	٢٠١٩/٣/٢١	٢٠١٩/٣/٢١	King Abdullah II Center for Excellence	
Benchmarking	٢٠١٩/٤/١	٢٠١٩/٤/١	King Abdullah II Center for Excellence	
EFQM Certified Auditor	٢٠١٩/6/25	/6/27 ٢٠١٩	King Abdullah II Center for Excellence	
TOT trainers Course accreditation from the British Institute of Leadership and Management	٢٠٢٠/٧/٧	٢٠٢٠/7/20	Talal Abu-Ghazaleh Organization	Abdullah II Prince Hussein bin Academy for Civil protection
Gender and Resolution 1325 Women Security and Peace	23/5/2021	27/5/2021	Public Security	Princess Basma Institute for Women's Police Training

- **Qualifications and Skills:**

Key qualifications: Occupational Safety and Health management systems, Risk management, Quality management, EFQM Excellence Model in addition to design and management of community initiatives.

Workshops, seminars and conferences:

Name of the workshop, symposium, conference	The Entity	Place	Date
International Conference on Mobile Computing and Wireless Communication	Achievement Foundation to create opportunities for Jordanian youth	Hotel Jerusalem	17-20/9/2006
International Conference on Quality Assurance of Higher Education	Zarqa National University	Zarqa Private University	4 November 2010
The First Scientific Forum for Civil Defense	Naif University for Security Sciences	Prince Al Hussein Bin Abdullah II Academy for	6/7/ - 7/7/2011

		Civil Protection	
International Forum for Security and Public Safety	Landmark Hotel	Prince Al Hussein Bin Abdullah II Academy for Civil Protection	6-6-2011
Workshop on "Creative Skills in the Public Sector"	King Abdullah II Center for Excellence		18-6-2012
Workshop on Preparing a National Strategic Plan for Occupational Safety and Health in Jordan	Ministry of Labor	Kempinski Hotel	18-5-2016
Jordanian Occupational Safety and Health Conference	Ministry of Labor	Crowne Plaza Hotel	٢٠١٧/٤/٩
Occupational Safety and Health Workshop -Jordanian Investors Association	Ministry of Labor	Jordanian Investors Association	٢٠١٨/٤/٥
The innovation promotion project for public sector enterprises workshop	King Abdullah II Center for Excellence		٢٠١٨/١٢ / ١٢-١١
Workshop awareness about the online platform management . Com	King Abdullah II Center for Excellence	Al-Hussein - Cultural Center Ras Al-Ain	٢٠١٩/٤/١٠
Occupational Safety and Health Workshop - Formerly Al-Quds/ Lemones College	Ministry of Labor	Limonas College	٢٠١٩/٤/٣٠
BAU Workshop Invitation opportunities for collaboration in humanitarian and livelihood projects	Help Logistics	W Hotel	٢٠١٩ /9/29
The International Conference on Industrial Engineering	Jordanian Engineers Syndicate	The Royal Hotel	٢٠١٩/١١/٧
Workshop discussing the curriculum of a occupational safety and health specialist	Vocational Training Corporation	Grand Hyatt Amman	22-24/2/2021
International Innovation Dome Forum for Institutional Development	Innovation Dome Foundation	The Royal Hotel	25/3/2021

Duties and Responsibilities :

Civil Defense Officer / General Directorate of Civil Defense / Communications Management period ٢٠٠٩-٢٠٠٦
Head of Communications Division at Prince Hussein Bin Abdullah II Academy for Civil Protection

since 30/3/2010 -24/11/2013.
Acting Director of the Media, Marketing, Public Relations, Planning and Development Departments at Prince Hussein Academy from ٢٠١٠/١/٦ -٢٠١١/٤/٤
Acting Director of the Media and Public Relations Department at the Prince's Academy Al-Hussein from ٢٠١٣/١ / ٥-٢٠١١/ ٤/٤
Coordinator of the Academic Liaison Office at the University of Jordan in addition to my work as head of the Communications Division at Prince Hussein Academy, the period ٢٠١٣/٢٤/١١ . ٢٠١٧/١٢/١٢
Director of the Admission and Registration Department at the Prince Hussein bin Abdullah II Academy for Civil Protection from ٢١٠٧/٢٠/١٢ until , ٢١٠٨/١١/١١ in addition to a part-time lecturer for the subject of occupational safety and health at the Academy and since. ٢٠١٦
Head of Planning, Development and Quality Control Department since ٢١٠٨/١١/١٥ until now.
Instructor in the Occupational Safety and Health Supervisors Course held at the Civil Defense Training Center.
<p>- Publisher of a scientific research entitled:</p> <p>" Fire Extinguisher Training: Subjective Assessment of Newly Developed Method by Expert and Novice Firefighters. "</p> <p>- In the magazine" Jordan Journal of Mechanical and Industrial Engineering (JJMIE) The fourth edition of the magazine for the year ٢٠١٧ AD.</p> <p>- Participation in the International Conference on Industrial Engineering for the year ٢٠١٩ and submitted a working paper entitled:</p> <p>" The New International Standard for Occupational Health and Safety Management Systems (ISO 45001) Compared to (OHSAS 18001)."</p> <p>- The participation in the International Forum for the development of the Dome of innovation and institutional for the year ٢٠٢١ and submitted a working paper entitled:</p> <p>Applying comprehensive quality systems in accordance with international standards and the European Excellence Model EFQM as tools for continuous improvement.</p> <p>-She is awarded the Women Change Women Medal for the year ٢٠٢٠ within the activities of the Arab Women for Change Conference entitled : Women from Building to Development.</p>

Hobbies and interests :

Volunteer working
Training
Drawing
Reading books
Community leadership

- **Skills**

- Strong personal communicative skills.
- Demonstrate effective leadership and supervisory skills.
- Ability to liaise with various stakeholders, authorities and organizations.
- Good organizational skills.
- Strong proficiency in MS Office applications.
- Good interpersonal, communication and presentation skills.
- Proficient in discussing and presenting new ideas and high level of responsibility.
- Ability to organize, prioritize and work under pressure, heavy work load and deadlines.
- Helpful without being asked.
- Enjoy working with people and build strong relationships easily.
- Flexible and adaptable to change.
- Ability to lead creative teams.
- Friendly and open-minded; committed to client satisfaction.
- Highly trained writing ability.
- Skilled delegating tasks and motivating staff to achieve best goals.

- **Languages:**

- Native language: Arabic.
- English very good (write, read and speak).