

Adnan Abutayeh



Personal Information

- Address: Aqaba, Jordan
- DOB: Jul11,1971
- Nationality: Jordanian
- Marital Status: Married

Technical Skills

- Excellent in using Microsoft Windows.
- Excellent in using Microsoft Office.
- Preparing all the financial Reports.

Strengths

- Excellent communication and presentation skills.
- The Ability in dealing with the customers and investors in a professional way.
- Great team player.
- Excellent technical writing.
- Excellent ability to learn quickly and to get used of new technologies and tools easily.

Objective

I am seeking an entry levels position in a pleasant working environment, which will permit me to expand my skill set or knowledge base in the many fields. I am interested to join a progressive organization that offers opportunities for advancement, encourages teamwork, supports continuous improvement, and embraces sustainability.

Education

SEP 2018 **Irbid National University**

JUN 2020 **BSc degree in Law**
Irbid-Jordan

SEP 1991 **Mutah University**

FEB 1995 **BSc degree in Economic and Political Science**
Karak-Jordan

Work Experience

MAR 2024 **Trainee lawyer**

NOV 2013 **Aqaba Development Corporation**

FEB 2024

2017 **Corporate & Legal Affairs Manager**

2024

- Managing corporate and institutional issues, including on the legislations and application of ASEZA regulations, rules, policies and procedures.
- Managing ad help the establishment of new investments partnerships in ASEZA, subsidiary companies and follow up their achievements and their direct impact on the economic sustainability.
- Coordinate with an actual engagement to emphasize the relations and cooperation between the corporation and other governmental, regulatory and official entities, and other related parties within the ASEZ.
- Follow up all Memorandum of Associations and Articles of Association, along with the Management contracts.
- Follow up financial statements and Board of Directors, and other assemblies resolutions and measure their effect on the corporation.

2015 **Chief Internal Auditor**

2017

- From April 2015, I have been hired as a principal of Internal Auditing Unit, accordingly we started on preparing compact the auditing for the unit work in addition to preparing a working plan for year 2015 and guide for auditing to establish the main rules that auditing unit will depend on in implementing its tasks in the previous and present working internal auditing in ADC.

2013 **Corporate Affairs Senior Specialist/ Legal Affairs Department**

2015

- Preparing and introducing a road map to solve the unstable financial status of Aqaba International School.
- At my position as principal of Government Affairs we received the inquires letters from the government controlling corporations in addition to the inquires deputies of senators and the parliament, that are all sent to the related departments in order to prepare suitable answering letters for such inquires, then collecting them all and coordinating and checking with its appendixes then sending it to them as quick as possible after signing them systematically. As we replied on all questioning and inquiring letters for the years 2013 and 2014 in addition to the previous pending inquiring letters from the last years.

Adnan Abutayeh



Languages

- Arabic: Mother tongue
- English: good in reading, writing and speaking

Contacts

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References

- ❖ *References are available upon request.*

Work Experience

OCT 1996 **Ministry of Industry and Trade**

OCT 2013

2007 **The Manager of Companies office in Aqaba**

2013

2004 **Representative of Ministry of Industry & Trade at Aqaba Special Economic Zone Author**

2013

- In this working period I updated the office and provided the specialized staff to present the best service for the investors in ASEZ. In additionally, I was a member in more than one committee of investing committee at ASEZA such the technical committee of preparing the instruction for any new activity in ASEZA, and establishing the main working points of controlling its work and member of inserting permanent committee application to that studies the application of using the investing attract ins which is the permanent vehicles, which such committee decides where a company reserves it or not and present its report to the commissioner of investment and presents it to board of commissioners to approve it.
- Participating in workshops of microfinance projects in Jordan River Foundation as a Lecturer of types of companies with a detailed explanation about each type with its advantages and disadvantages.

2002 **Head of Follow-up Section in Companies Control Department**

2004

- Registering all types of companies as Private Shareholding Company, Public Shareholding Company, Limited Partnership Company and General Partnership companies
- Receiving and Depending the minutes of meetings at ordinary assembles and extra ordinary in the addition to the minutes of meetings of Board Members for the private and public shareholding companies.
- Receiving and Depending the financial annual reports and balances at the companies in addition the reports of Board members.
- Auditing and Receiving the reports and minutes of meetings and company them to the companies law out the main system each company especial in the private shareholding companies.
- Ability to prepare minutes of meeting to General Assemblies and Board of Directors in addition to preparing the establishment contacts and main systems for companies.
- Representing the unit of companies controlling in meeting of general assembles meeting of the public shareholding companies in order to ensure its legality of the meeting and the discussing topics.

1998 **First Auditor and Researcher in Companies Control Department**

2002

1996 **Economical Researcher and Companies Registrar in Companies Control Department**

1998