

عمّان في 2020/11/17

الرقم: CHL-1120-003

السادة المركز العربي للصناعات الدوائية والكبماوية المحترمين،،،

تحية طيبة وبعد،،،

نود إعلامكم بتغيير ممثل مجموعة طنطش للإستثمار لدى مجلس إدارة شركتكم الموقرة من السيد خالد أحمد علي خوالده الى الآنسة عريب ناجي داوود أبو زياد وذلك اعتباراً من تاريخ هذا الكتاب.

وتفضلوا بقبول فائق الاحترام،،،

رئيس مجلس الادارة

مازن طنطش



- نسخة الآنسة عريب نادي داوود أبو زياد



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

نسخه الى :-

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

RENEWALS

| | | | | |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
| 2 | 3 | 4 | 5 | 6 |
| 3 | 4 | 5 | 6 | 7 |
| 4 | 5 | 6 | 7 | 8 |
| 5 | 6 | 7 | 8 | 9 |

توقيع صاحب الجواز

SIGNATURE OF THE HOLDER



THE HASHEMITE KINGDOM OF JORDAN المملكة الأردنية الهاشمية

Passport

Table 1-4 (cont.)

P

Country Code (+44) 11

JOURNAL OF DOCUMENTATION

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Minimizing if possible

ORAI B NAJI DAUD ABU ZAYYAD

عرب ناجی داود ابو زید

Date of Birth: 02-01-1980

01 OCT/ 1979

Source: U.S. Bureau of Economic Analysis.

JERUSALEM القدس

Figure 7.20 (continued)

F. 2.

Mother's Income: £10,000

SUHIELA سوهيلا

Date of issue: 1 Jan 2000

28 MAR 2016

Authority: [State of Illinois](#)

AMMAN عمان

Date of Expiry: 31-03-2014

27 MAR 2021

Address: 1401 14th St.

JERUSALEM

[illegible]

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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