

Professional Summary

Human resources officer and lecturer for 8 years with fulfilling organization staffing needs and requirements. I am an energetic, persistent worker who has developed a mature, responsible way to fulfil most job positions. I am confident in communicating using a range of techniques, and I am able to liaise with people from all levels within a corporate environment to provide information, advice and guidance. I feel I can resume my proficient career in business management and HR demonstrating missions.

PERSONAL PARTICULARS

Name Jawad Haitham Tawalbeh
D.O.B 2 May 1991
Nationality Jordanian
Mobile No +44 7305884297
Email J.H.Tawalbeh@gmail.com
Languages Native Arabic and excellent communication skills in English

Full UK Driving Licences.

Employment

2014 – 2017 Employee as **Human Resources Assistant.**

At Arabian education and training group
Amman, Jordan.

The primary role.

- Support the business to deliver people-related processes, vision and strategy across the university, aligned with the law.
- Support other colleagues within the business to resolve challenging issues related to the employment and dismissal of staff.

2018 – 2022

Employee as **Lecturer in International Business School**

At Teesside University
Campus Heart, Southfield Rd, Middlesbrough TS1 3BX, UK

The Primary role.

- Teaching international business management, operational and organization behavior
- Lecturer for some human resource courses such as, International Market Environment, Understanding Organisations, Business Psychology, HRM: Contemporary Issues, Research Methods

2022 – 2024

Employee as **Lecturer in Liverpool Business School**

At Liverpool John Moores University
Student Life Building, 10 Copperas Hill, Liverpool L3 5AH

The Primary role.

- Delivering a large and small group lecture between 20 and 200 students.
- One to one advice on particular pieces of work
- Make planning for a course design/ lecture/seminar planning
- Keeping student records of achievement
- Attending planning meetings to ensure cross departmental parity
- Undertaking research projects and presenting research at conferences

Program

Innovation in Framework of Culture Heritage in the MENA Region by
[German Academic Exchange Service - DAAD](#)

Education and Qualification

2018-2022

Doctorate Degree in Business Administration / HR

Exploring Effective Diversity Initiatives in Organisations Through
Human Resources Management
At Teesside University UK

2015-2017

Master of Business Administration MBA/HR

Mut'ah University, Jordan in collaboration with OHIO University

2009-2014

Bachelor's in Management Information System

Al-Balqa' Applied University, Jordan

Publications

- Jarwan B, **Tawalbeh J**, Malkawi R. Assessment of Phenol and Antioxidant Content of Olive Varieties and Their Potential Health Benefits for Colon Health. S M B, editor. The Scientific World Journal. 2023 Oct 12 ;2023:1–8. Available from: <https://www.hindawi.com/journals/tswj/2023/9165902/>
- Malkawi, R., Jarwan, B., & **Tawalbeh, J.** (2023). Article no.JPRI.97852 Original Research Article Malkawi et al. Assessing the Awareness, Attitude, and Knowledge of Senior Pharmacy Students in Jordanian Universities Regarding Antibiotic Use and Resistance: A Study of the Medical Curriculum. Journal of Pharmaceutical Research International, 35(5), 41–52. <https://doi.org/10.9734/JPRI/2023/v35i57328>
- Malkawi, R., Malkawi, W. I., Al-Mahmoud, Y. & **Tawalbeh, J.** Current Trends on Solid Dispersions: Past, Present, and Future. Adv Pharmacol Pharm Sci 2022, 1–17(2022)

Certificates

- ✚ International and Strategic Human Resource Management/ **Alson, UK**
- ✚ Communication and Interpersonal Skills at Work/ **University of Leeds, UK**
- ✚ Digital Media Analytics: - Social Media Research Plans/ **Purdue University, USA**
- ✚ Making Successful Decisions Through the Strategy, Law & Ethics Model/ **University of Michigan**
- ✚ Microsoft **Word** Specialist Issued by **Microsoft**
- ✚ Microsoft **Excel** Specialist Issued by **Microsoft**
- ✚ Microsoft **PowerPoint** Specialist Issued by **Microsoft**

Skill

- ✚ I am a perceptive communicator with the capacity to engage, compel and liaise with colleagues, executives and external stakeholders
- ✚ Very good in using Customer relationship management (CRM) program
- ✚ Being adaptable and flexible has enabled me to challenge conventional ways of working
- ✚ While I enjoy working independently, I thrive when working in team. I'm excited about working effectively with others to achieve common goals.
- ✚ Positive and proactive approach, with the initiative to ask the right questions and find out the information.
 - ✚ In all my previous roles, an eagerness to learn and grow has seen me undertake external training, job shadowing or mentoring for career progression.

Interested and Hobbies

✚ People behavior and belief, Service to Humanity, Reading books

References

✚ Will be supplied upon request