**First Name of Application CV No 1640388**

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**PROFESSTIONAL PROFILE**

*A high achieving, confident, and motivated graduate holding a Master’s degree in Human Resource Management from the University of Liverpool. A global thinker who can handle high-volume workloads, contribute innovative organisational development initiatives and global perspectives and insight on hiring and personal development trends to progress HR departments and people towards their goals. I am seeking a Human Resource position in a diverse organisation in order to utilise my knowledge and gain hands-on, practical experience in different aspects in the field.*

**EMPLOYMENT HISTORY**

Jan.2016 – Mar.2016

**Organizational Development (OD) Team Member - Zain, Amman, Jordan**

* Participating in performance management implementation through collecting, analysing, and reporting information regarding employees’ performance
* Contributing ideas and suggestions to help build and release new OD initiatives and events
* Reviewing HR polices and procedures to maintain an on-going improvements
* Coordinating awards and recognition program through identifying beneficiaries and conveying performance related information to be evaluated against set criteria
* Updating Job descriptions and maintaining organizational structure efficiency to ensure workflow efficiency in meeting business goals
* Providing employees with counsel regarding OD updates and practices

Jun.2012 – Sep.2012

**Cashier and Sales Associate - Kings Dominion Theme Park, Virginia, United States**

* Participating in International Work and Travel Employment Program for a United States based theme park and restaurant
* Increasing customer satisfaction through courteously greeting guests, answering customer questions and providing high quality customer service
* Managing cash handling duties including operating the cash register, collecting payment from customers and closing out the register
* Gaining knowledge in food preparation and handling by serving food, cleaning work areas and assisting in the kitchen
* Working collaboratively with team members to achieve customer satisfaction goals

**Key Achievement**: received an award of best seller in the theme park restaurant

**EDUCATION**

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| --- | --- |
| Sep.2014 – Sep.2015  **Master of Social Science** | **Human Resource Management, University of Liverpool, United Kingdom**  **Subjects Include:** Strategic HR, Strategic Training, learning, and Development, HRM: Academic and Practitioner Perspectives, Conflict Management, Performance and People Management, Diversity Management, and Business Leadership  **Graduation Project:** my project with **Unilever company** involved significant solutions to HR issues in the UK and India in-cooperation with the Global HR Director at Unilever. |
| Sep.2010 – Jun.2014  **Bachelor of Business Management**  May.2014 | Business Administration, University of Jordan, Amman, Jordan  GPA: 3.43/4 |
| **Certificate of Completion**  Feb.2014 | Introduction to Operation Management, University of Pennsylvania, United States |
| **Certificate of Completion** | Project Management Professional (PMP), AMIDEASST, Amman, Jordan |
| Aug.2010  **High School Degree (Tawjihi)** | IT and Management, Saint Joseph School, Jordan  GPA: 88% |

**SKILLS**

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| **Key Skills:** | Critical thinking, diversity management, teamwork, problem-solving, multi-cultural team building, communication and negotiation, teamwork, ability to multitask, leadership, conflict management, and change management |
| **Additional skills:** | Microsoft Office, Outlook and ORACLE  Research and Data Analysis (SPSS) |

**Languages:** Arabic (Native), English (Fluent)**,** and Italian (Basic)

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| **Interests and Activities:** | Playing Piano, Organ, Billiards, Tennis and Football |