**Samer**
**samer.377929@2freemail.com**
C/o 971504753686
Abu Dhabi, United Arab Emirate

**PERSONAL STATEMENT**

Good knowledge of compensation management and salary scales, I can use many methods to calculate the salary scales (ranked method, points method and hay-group methodology), Good knowledge of recruitment management from the vacancies available to posting the advertisement, I can run multiple types of interviews (structured interview, semi-structured interview and stress interview… etc.), Good knowledge of job analysis by dividing the job into measurable tasks.

**EDUCATION**

##### The Hashemite University – B.A. in Business Administration (17/1/2018)

##### The subjects of the bachelor's degree include:

* Strategic Planning
* Human Resources Management
* Accounting
* Economics
* Purchasing And Inventory Management
* Electronic Trades
* Financial Management
* Marketing Management
* Knowledge Management
* Management Information System
* Supply Chain Management
* Business Communication
* Business Ethics
* Organizational Behavior
* Operations Research
* Small Business Management
* Organizational Theory
* Total Quality Management
* Economic Feasibility Studies
* Research Methodology In Accounting
* International Marketing
* Consumer Behavior
* Project Management
* International Business

##### Training and Courses

Attended a professional training course in the field Human Resources “Abu-Ghazaleh Human Resources Management diploma” (1/10/2016 – 13/2/2017) which includes the following subjects:

* Introduction To HR Management
* Organizational Structure
* Job Analysis And Competencies Modelling
* Compensation And Benefits Management
* Recruitment
* Career Path And Succession Planning
* Training And Development
* Performance Management
* Motivation
* HR Policies And Procedures
* Labour Legislation
* Strategic Planning

The training Course also contains some soft skills course which includes the following:

* Communication Skills and Time Management
* Presentation Skills
* Creative Thinking and Problem Solving
* Body Language
* Customer Service and Business Etiquette
* Work Ethics
* Business Writing Skills
* Emotional Intelligence
* Leadership Skills and Team Work Building
* Negotiation Skills
* Public Relations

KEY SKILLS

#### **Technical Skills**

* MS Office (Excellent)

**Personal Skills**

* Moderate In English
* Moderate In Hay-Group Methodology
* Result Oriented
* Quick Learner
* Hard Worker
* Responsible And Sincere
* Excellent Communication And Interpersonal Skills

**REFERENCES**

References are available on request.