Mohammad Al-Tal

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Profile

I am a graduate in Human Resources Management, with strong skills in recruitment, performance management, and career development. I have experience in preparing work policies, handling employee affairs, and organizing training. I also have the ability to deal with discipline issues, measure performance indicators, and manage salaries and benefits. I always strive to achieve a professional and productive work environment, with a focus on developing and motivating employees.

Education

Bachelor Degree in Human Resources Management GPA 81.4% (Very Good)

Jadara University - 2024

Diploma Degree in Human Resources Management GPA 82% (Very Good)

Luminus Technical University College(LTUC) - 2021 | Pearson BTEC Level 5

Experiences

Human Resources Office (Internship)

Electricity Company, 02/2020 - 06/2020

- Assistance in recruitment processes.
- Monitoring employee performance and providing reports.
- Organizing employee files and records.

Projects

- **Green Human Resources Practices and Sustainable Performance**, 2023-2024
  1. Conducted a study on the role of green HR practices in promoting sustainability within organizations.
  2. Proposed strategies for integrating eco-friendly practices into HR processes.
  3. Contributed to green HR initiatives focused on sustainability and environmental responsibility.

- **Talent Strategies for Top Companies**, 2020-2021
  1. Researched talent acquisition and retention strategies of leading companies.
  2. Developed insights into building strong talent pools and enhancing employee engagement.

- **Personal Website**
  - I built a personal website using html/css and hosted it on GitHub pages | Link

Courses

1. **Human Resources,** Aug 2022 - Sep 2022
2. **Project Management Professional,** Oct 2022 - Dec 2022
3. **Excel Advanced for Data Management,** Sep 2024 - Sep 2024
4. **Power bi Course,** Nov 2024 - Jan 2025

Skills

- Microsoft Office Skills (Word, Excel, PowerPoint)
- Recruitment and Selection
- Problem Solving
- Research and Analysis
- Working in a Team or Independently
- Programming (Python)
- Developing Work Policies
- Performance Management
- Leadership Development and Coaching
- Dealing with Labor Issues
- Building a Motivating Work Environment