

# 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

<https://mohammad-al-tal.github.io/personal-website/>

## 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)
5. **HR Generalist** (March,2025 - length 13.5 total hours)

## Skills

- Microsoft Office Skills (Word, Excel, PowerPoint)
- Recruitment and Selection
- Programming (Python)
- Research and Analysis
- Problem Solving
- Building a Motivating Work Environment