

# Mohammad Al-Tal

## Human Resources Management

I have two university degrees in Human Resources and a strong passion for fostering positive work environments. I gained valuable training experience in the Human Resources Department at Irbid Electricity Company, in addition to completing several related training courses. I am proficient in using Microsoft Office, including Excel, and proficient in using Power BI for data analysis, and have good knowledge of website development using Python.

**Email:** [mohmmadaltal001@gmail.com](mailto:mohmmadaltal001@gmail.com)

**Amman, Jordan**

**Mobile Number:** +962 797 402 606

**LinkedIn:** <https://www.linkedin.com/in/mohammad-al-tal/>

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

### EDUCATION

#### Bachelor's Degree in HRM

*Jadara University*

*10/2021 - 01/2024*

*GPA: 81.3 (Very Good)*

#### Diploma in Human Resources Management

*Luminus Technical University College(LTUC)*

**PEARSON BTEC LEVEL 5**

*10/2019 - 07/2021*

*GPA: 82 (Certificate of Competency Examination)*

### SKILLS

- **Human Resource Management:** Knowledge of HR practices including talent acquisition, performance management
- **Microsoft Office:** Proficient in Word, Excel, and PowerPoint advanced Excel skills for data analysis and reporting.
- **Recruitment & Selection:** Understanding recruitment processes, including job posting, interviewing, and hiring.
- **Problem-Solving:** Ability to assess situations and find appropriate resolutions to employee conflicts or policy issues.
- **Research and Analysis:** Strong background in researching HR trends and sustainable business practices.
- **Communication:** Excellent verbal and written communication skills.
- **Ability to work effectively in a team as well as**
- **Programming:** knowledge of Python.

### WORK EXPERIENCE

#### Internship in Human Resources Office

Electricity Company 02/2020-06/2020

##### *Achievements*

- Gained practical HR experience including recruitment, training, and performance evaluation.
- Manage employee data using Microsoft Excel and Google Sheets, ensuring accurate and up-to-date records.

### PERSONAL PROJECTS

#### Green Human Resources Practices and Sustainable Performance (2023-2024)

- Conducted a study on the role of green HR practices in promoting sustainability within organizations.
- Proposed strategies for integrating eco-friendly practices into HR processes.
- Contributed to green HR initiatives focused on sustainability and environmental responsibility.

#### Talent Strategies for Top Companies (2020-2021)

- Researched talent acquisition and retention strategies of leading companies.
- 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: <https://mohammad-al-tal.github.io/personal-website/>

### COURSE AND TRAINING

Human Resources	Aug 2022 – Sep 2022
Project Management Professional	Oct 2022 – Dec 2022
Excel Advanced for Data Management	Sep 2024 – Sep 2024
Power bi Course	Nov 2024 – Jan 2025