

Farah Abu-Asbeh

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SUMMARY

HR professional with 5+ years of experience in employee relations, payroll, compliance, and recruitment. Skilled in contract management, performance evaluation, and event organization. Adept at problem-solving, liaising with stakeholders, and ensuring efficient HR operations. Proven ability to manage workplace policies, benefits administration, and labor law compliance.

EXPERIENCES

HR Officer

Al-Lewan Constructive Contracting Company – Amman, Jordan

(Network, Fiber, 5G Sub-contract for Zain, Orange, Umniah)

June 2022 – July 2025

- Manage the full employee lifecycle: recruitment, onboarding, contracts, resignations, and clearances.
- Oversee payroll, allowances, advances, deductions, and social security compliance in coordination with relevant authorities.
- Conduct employee evaluations, probation assessments, and performance management initiatives.
- Administer health insurance and handle work injury reports in collaboration with liaison officers.
- Resolve employee relations issues and ensure compliance with workplace policies and behavior standards.
- Maintain HR documentation and provide legal support for labor disputes.
- Coordinate HR-related administrative tasks: salary disbursement, office supplies, and internal/external events.

HR Assistant Officer

Tusker Apparel Ltd. (Textile Garment & Clothing Industry) – Ad-Dulayl, Jordan

November 2018 – August 2021

- Managed the hiring process, conducted interviews, and assisted with new hire orientation.
- Provided training and guidance on company policies and procedures.
- Prepared overtime (OT), leave reports, and daily attendance for payroll processing.
- Addressed employee inquiries regarding policies, benefits, and the hiring process.
- Acted as a liaison between the company and external service providers, including health insurance, labor offices, and transportation officials.
- Handled problem-solving, advisory, and decision-making responsibilities per company policies.
- Updated payroll systems and ensured accurate salary processing.
- Maintained employee records and ensured compliance with HR documentation requirements.
- Applied knowledge of labor laws and social security regulations.

EDUCATION

Bachelor of Science in English Literature

Al al-Bayt University, Jordan | 2014 – 2018.

LANGUAGES

- Arabic: Native.
- English: Very Good.

COURSES

- Professional Practice License – Technical Supervisor in Occupational Safety & Health (Level 2 / Professional Level) | Vocational & Technical Skills Development and Enhancement Authority, Jordan | 2025
- Administrative Investigation Skills for Labor Violations and Termination of Services | Al-Awailoon Consulting & Training, Amman, Jordan | 18 Nov 2025
- Professional Human Resources International Course (PHRI) (50 Hours) | Patrons Consulting, Amman, Jordan | 29 Aug – 31 Oct 2025
- Labor Legislation Training (Social Security, Labor & Income Tax Laws) | Al-Awail Consulting & Training, Amman, Jordan | 03–06 Aug 2025
- English Language Course (4 months) | British Council, Jordan | 2018

SKILLS

- HR Operations & Employee Relations.
- Payroll Processing & Benefits Administration.
- Contract & Documentation Management.
- Compliance with Labor Laws & Social Security.
- Recruitment & Onboarding.
- Training & Policy Implementation.
- Conflict Resolution & Problem-Solving.
- Performance Evaluation & Employee Engagement.
- Event Planning & Office Administration.
- Proficiency in Microsoft Office (Excel, Word, etc.).
- Odoo system & Kayan system.