

Hadeel Sameer Al- Hijazi

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Personal Information :-

Date of Birth: 29/11/1989

Marital Status: Single

Nationality: Jordanian

JOB OBJECTIVE:-

- ((Seeking a position that is highly challenging and rewarding and which Gives me the opportunity of increasing the profitability of my organization as well as
- Better my career prospects.))

EDUCATION:-

- ☐ University of Jordan (1/ 2012)
- Major: ☐ public administration

EXPERIENCE:-

- **Guarantee travel group/ Amman Contracting &HR Assistant/ from 2/2022 Till 1/2024**
- **Alghad Recruitment Company**
Recruitment Manager from 2017-2020 :- -
Responsible for all recruitment cycle.
 - Make interviews
 - ☐ - Achieves staffing objectives by recruiting and evaluating job candidates
- Responsible for employees contracts,certificates ,vacation , leaving,etc.,
 - **Recruitment specialist from 2016-2017** Main Duties:
 - ☐ Establishes recruiting requirements by studying organization plans and objectives; meeting with managers to discuss needs.
 - ☐ Study the job description for the deferent vacancies we have, then allocate
 - matching candidates resumes from our database or by head

hunting for senior level positions .

- ☑Determines applicant requirements by studying job description and job qualifications.
- ☑Attracts applicants by placing job advertisements; contacting recruiters, using newsgroups and job sites , social media .
- ☑Determines applicant qualifications by interviewing applicants; analyzing responses; verifying references; comparing qualifications to job requirements..
- ☑Evaluates applicants by discussing job requirements and applicant qualifications with managers; interviewing applicants on consistent set of qualifications.
- ☑Improves organization attractiveness by recommending new policies and practices;
- monitoring job offers and compensation practices; emphasizing benefits and perks.

- **Sariyah express (Jordanian bus company**

(2012-2015) As admin assistant

- Responsibilities:-
- assist in planning appointments, board meetings, conferences
- Attending meetings and keep minutes
- Receiving and screening phone calls and redirecting them
- Work with all management sections(financial /Hr/operation).

Courses :-

Human resources Management (HRM) Course 2021

• *Skills:-*

- Computer skills excellent.
- Speaking, writing Arabic&English excellent.
- Ability to carry work pressure.
- Ability to work with team work .
- Ability to organize time.
- 6.Work efficient and effective.