

Farah Ismail

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**Profile**

A highly motivated person who is looking and seeking to work in the HR Department with experience in communicating, scheduling, organizing, planning, managing projects and using Microsoft office tools.

**Education**

-BA Degree in Business Administration at Hashemite University 2019-2023

-GPA: 3.48 with being on the list of honor.

# Experience HR Advisor – Employee Experience & HR Transformation Department at Orange Jordan February 2024 – Until now

* Employee experience: Ensure a smooth employee journey in the company for the onboarding stages by identifying the needed enhancements and developing an action and responsible for implementation.
* Internal Innovation:
  + Developing weekly dashboard for internal ideas
  + Following up on the internal tool to check the status of the ideas
  + Develop content for the communication campaign to empower employees to submit innovative ideas
  + Organizing awareness sessions from registration phase to attendance and evaluating the sessions.
  + Schedule meetings with employees to discuss their ideas.
  + Recognition program: develop a recognition scheme through earning points (badges) to be able to redeem into a financial reward.
* Diversity & Inclusion:
  + Work on certification of Gender Equality European International Standard (GEEIS).
  + Develop action plans from focus groups addressing women in the workplace issues and implement these action plans
  + Study methodologies to increase diversity KPIs at the company
* Dealing with daily tasks from meetings and presentations

# Recruitment Trainee at Orange Jordan October 2023 – February 2024

* Coordinating interview schedules between candidates and hiring managers.
* Managed Universities internships from communicating with the trainees, explaining the process, validate the documents to onboarding the trainee to the department.
* Manage the pre requisites of recruitment process– such as the exams and needed documents.
* Focus on hiring the persons with disabilities and manage the resumes in a pipeline to match between their CVs and the vacancy.
* Screening Applications to identify the right fit candidate .
* Posting of vacancies on different channels such as linkedin and the dedicated recruitment page
* Maintained up-to-date candidate files
* Attending career fairs and networking events to promote the company and attract potential applicants.

# HR trainee at AL-Kindi Hospital February 2022 – March 2022

* Effectively provided administrative support on the online system by keeping employee records up to date and accurate.
* Assisted in the daily work tasks.