

GOLNAZ MORADI

Human Resources Specialist

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Master of Science

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OBJECTIVE:

Actively looking for a **full-time** position in Human Resources/Talent Acquisition. I am a friendly, hard-working and dedicated HR Specialist who values human resources knowledge and exceptional work performance.

My expertise in employees' confidence development, masterful use of negotiation and conflict resolution abilities along with strong decision-making, problem-solving and excellent professional communication skills enable me to be an effective team member in your organization.

I would like to expand my career horizons by seeking new challenges, developing my managerial skills and taking more responsibilities to translate business vision into HR initiatives that improve performance, profitability, growth, and employee engagement.

SUMMARY:

- 6+ years of experience in Human Resources industry
- 2+ years of managerial and executive experience
- Sociable and highly interested in public relations
- Able to work independently as well as in teams
- Flexible and adaptable to change
- Competent to create and maintain efficient human resources for organization development
- Language proficiency: English (Advanced), Persian (Native)

WORK EXPERIENCE:

Café Shemroon Co.

Human Resources Manager

Jul 2019-present

- Managing human resources department processes (payroll, benefits, recruiting, training and performance appraisal).
- Developing employee surveys, organizing focus groups to gauge the mood of company staff.
- Rewarding employees for their performance, attitude and skills.
- Developing personnel policies and processes.
- Organizing employee training programs.
- Promoting equality policies.
- Keeping accurate employee records.
- Organizing workflow so that the office runs at maximum efficiency.

North Drilling Co.*Senior Human Resources Specialist*

Oct 2015-Jul 2019

- Prepared and issued employment contracts for new employees.
- Organized training sessions for new staff.
- Updated both manual and electronic personnel records.

Sungun & Sarcheshmeh Copper Mines*Human Resources Specialist*

Jul 2014-Oct 2015

- Read all correspondence including inquiry letters, job applications and CVs received.
- Prepared attractive adverts to absorb the best and brightest candidates.
- Had face to face interviews with job applicants and conducted employee exit interviews.

Gueno Consulting Engineers Co.

Tehran Metro design and implementation project

Human Resources Intern

May 2014-Jul 2014

- Involved in staff performance review sessions.
- Conducted research on employee's references and academic qualifications.
- Assisted with recruitment and talent acquisition process.

EDUCATION:**Amirkabir University of Technology (Tehran Polytechnic)**

M.Sc, Mining Engineering, class of 2015

GPA: 15.6

Amirkabir University of Technology (Tehran Polytechnic)

B.Sc, Mining Engineering, class of 2012

GPA: 15.3

CERTIFICATIONS:**➤ Training Course**

- Labor law, Iran Industrial Research and Training Center
- Strategic human resource management at NDCO
- Employees' annual performance appraisal models
- Organizational training requirement
- Payroll Systems such as system group
- Developing an organizational Chart, Job Identity Compilation (Job Description and specification), Job Arrangement and Balance
- The Needs of Passive Defense and Crisis Management at NDCO