

## ABOUT ME

I am a Human Resources Specialist with more than 5 years of experience in operations, program implementation, technical systems, and employee analytics.

## WORK EXPERIENCE

HR Operations Specialist  
TivTa'am Group

2022-2023

- Entered new hires, processed changes, terminations and status/salary changes into the HRIS System.
- Conducted data integrity audits and reports to ensure data accuracy.
- Created reports and presentations on HR metrics (e.g Turnover rates).
- Answered employees queries about HR-related issues, being a liaison between employees and managers.

HR Operations Specialist  
Melisron Ltd.

2021-2022

- Facilitated HR operations including overseeing vendor relations, orchestrating corporate events, and streamlining employee onboarding processes.
- Assisted HR manager to recruit and maintain employee records.
- Completed administrative duties for the HR department.
- Provided administrative support and data to all employees.

HR Admin  
CEVA DSP

2019-2021

- Supported HR staff with routine office administration tasks such as updating employee records, organizing files and answering phone calls.
- Oversaw the HR Information System.
- Prepared weekly journal entries for payrolls processed and ensure proper entry of entries into Synerion System.

HR Admin  
Meitav Investment House

2017-2019

- Maintained employee files, attendance records, and the HR filing systems; prepare vacation accrual reports.
- Assisted in recruiting and associated personnel functions as well as the creation of new policies and procedures.
- Acted as key contact for all payroll issues by providing relevant employee information.

## SKILLS

- Familiar with HR analytics tools.
- High Interviewing skills.
- Strong networking & communication skills.
- HR Information Systems & Data Science.

## EXPERTIZE

- Ability to Work Under Pressure.
- Time Management.
- Conflict resolution.
- Adaptability.
- Decision Making.

## TECHNICAL SKILLS

- Power BI.
- SAP, Hilan, Priority & Synerion.
- Office (Extensive in Excel),
- CANVA.

## EDUCATION

### MASTER IN HUMAN RESOURCE MANAGEMENT BUSINESS

College of Management Academic Studies | Class of 2016

### BACHELOR IN POLITICAL SCIENCE & GOVERNMENT

Reichman University | Class of 2014

## LANGUAGES

100%  
English

100%  
Hebrew

100%  
Russian

## INTERESTS

