

# Eden Jamily

[edenjamili@gmail.com](mailto:edenjamili@gmail.com) • 052-4222779 • [LinkedIn Profile](#) • Central, Israel

## Objective

Dedicated HR person with extensive experience in a variety of industries.

Bachelor's degree in business administration and economics and specialization in human resources.

I am looking for a position in HR. I have extensive experience in producing events and social activities

In addition, I have extensive knowledge of finances, budgets, procurement management and extensive office skills.

## Education

### 2020 – 2023: B.A. Bachelor of Business Administration - Peres Academic Center

#### Central Courses:

Managerial psychology, organizational behavior, introduction to law in Israel, accounting, mathematics, macro/microeconomics, technological orientation, office, business English, statistics, probability, finance, capital market.

## Experience

### 2022 – present: HR Manager and Economist - Mishan, Assisted living.

- Cultural manager, Head of fun.
- Manages annual budgets.
- Responsible for paying suppliers at the end of each month.
- Owns the cultural budgets of the house.
- Manages expense and income report, annual reports.
- Responsible for lectures, trips, meals, vacations, and cultural activities.
- Takes part in directorate meetings directorate

### 2021 – 2022: Financial Analyst- Brimag Group

- Financial and Data Analysis - Planning, budget tracking, supporting.
- Building Excel reports.

### 2020 – 2021: Budget Officer, Israel Defense Forces

- Managing IT procurement budgets with the procurement manager of the Ministry of Defense.
- Presentation of procurement and budget plans to stakeholders.
- Recommendations will be sent upon request.
- Skills: SAP ERP · SAP CRM · Microsoft Excel · Microsoft Office.

### 2017 – 2020: Electronics technician, Israel Defense Forces

- Electronics technician for classified military devices.
- Personal command of ten soldiers in a classified electronics laboratory.

## Technical skills

- **Operating systems:** windows, Microsoft Excel, CRM, SAP ERP, Tafnit (by ,Matrix)
- **Professional abilities:** Extensive knowledge of finances, Analytical ability, Event management, Human relations, specialization in human resources and organizational behavior.
- **Human skills:** Serious, dedicated, sensitive, caring and loving people, analytical, verbal, fluent, creative.

## Language

- **Hebrew:** Native
- **English:** Fluent