

Lihie Yonatani

Phone number: 0522556519

Email: lihieoren@gmail.com

Education:

2017-2020: Bachelor's degree of Behavioral science from the College of Management Academic Studies, Rishon LeZion

2010-2013: High School Diploma from Ostrowski High school, Raanana

Work Experience:

2024: "The Municipality of Raanana"

HR and Welfare Specialist (Maternity Leave Replacement)- Responsible for the management and operation of the employment termination processes, dismissals, resignations and finalization of accounts. Assistance in retirement processes and work extensions.

Handling the welfare of employees such as birthday and holidays gifts, events, happy hours and accompanying employees in times of joy, illness and mourning

Manage HR documentation and generate Excel data reports.

2020-2024: "Manpower group"

Payroll and HR Operations- Preparing Payroll whilst answering to employees and internal organizational parties on salary issues and labor laws.

In addition, I handled 101 forms, issue employment permits, enter employees into the system, conduct employment terminations and 161 forms. Dealing with internal organizational parties and external corporate clients.

As part of the position, I regularly use FASTRACK, SYNERION and HARGAL software and issue EXCEL reports.

2016-2020: "Memo Global"

Sales Representative: Providing phone services in English only. The role included sales and customer service to new customers, managing daily contact over the phone and email with existing customers and meeting coordination over the phone. Using the CRM system.

Product supervisor: Marketing and promoting one of the company's products by extending the organizations who exposed to our product by the mail and social media.

2018-2019: "Ayalon Insurance Company Ltd."

Internship in Human Resources Department during my bachelor's degree. This position included working with the human resources manager, filtering and sorting CV's, phone interviews with candidates and scheduling face to face interviews, filling in details and documenting the recruiting process on the system, participating in face-to-face interviews with candidates and working with the Hunter HR system.

Army service:

2014-2015: General force, Full service

HR clerk: Responsible on service extension forms to Major officers from the beginning to the end. Daily contact with military and civilian factors over the mail and phone, contact with officers and supervising their service extension process.

Languages:

Hebrew: Native language

English: High level