

Experienced HR professional with a decade-long track record in recruitment, welfare, legal compliance, and strategic planning. Proven expertise in managing diverse teams and fostering continuous learning and development. Strong organizational and interpersonal skills.

## **EDUCATION:**

2006-2009 | B.A. Behavioural Sciences and Human Resource Management  
College of Management academic

## **WORK EXPERIENCE:**

### **2021-2023 VIDISCO LTD Human Resources Manager:**

- Global tech company specializes in x-ray solutions, serving defense and industrial sectors.
- HR manager overseeing recruitment, welfare, legal compliance, and strategic planning.
- Reports directly to CEO, manages diverse interfaces, and negotiates supplier contracts.
- Organizes company events, handles retention, promotions, and legal matters.
- Supports US subsidiary recruitment and implements strategic work plans.

### **2018-2020 'FRK' LTD HRBP:**

- Leading company in cable and technological machine development, serving defense, medical, aviation, and customized industries.
- Reports directly to 2 co-owners, functioning as de facto CEOs.
- Established HR function from scratch in a company with 25 to 45 employees within a year.
- Manages recruitment, detail, employee retention, welfare, and personal issues in collaboration with managers.
- Provides ongoing consulting to company managers and CEOs, develops and implements new procedures.
- Controls attendance for wage calculation, introduces new attendance software, and handles full salary preparation.
- Manages requests for salary increases and changes, aligning with company performance and metrics.
- Builds work plans and annual goals, presenting them in regular update meetings with area heads and management.
- Conducts inquiry calls, hearings, and oversees dismissal and termination processes.

### **2017-2018 Tadiran Telecom Israel TBSI (Afcon Group Subsidiary) Human Resources Manager:**

- Oversaw field management with 200 employees, reporting directly to the CEO.
- Managed budgets, provided guidance to managers and executives, and led annual work plans.
- Directed end-to-end technological recruitment processes, including contract preparation.
- Developed company procedures, supervised cross-organizational processes, and handled welfare details.
- Managed budgets in the Hilan system, addressing attendance and salary matters.
- Worked with long-term collective bargaining agreements, workers' committee, Histadrut union, and legal representation.
- Coordinated annual promotions and salary updates with CEO and VPs.
- Integrated development, implementation, and process management within the organization.
- Focused on employee and manager retention, leading large-scale streamlining processes.
- Oversaw external audit compliance with ISO HR standards.

### **MAYA OUTSOURCING&CONSULTING LTD – Aztek Technologies (2016-2015).**

#### **Recruitment Manager of Software Company:**

- Led the entire recruitment process in collaboration with the CEO and sales managers.
- Managed a team of technology recruitment coordinators, defining tasks and goals.
- Developed recruitment strategies, built annual plans, and conducted training.
- Hands-on management of the 'Synerion' recruitment system, optimizing data.

**Technological Recruitment Coordinator (2014-2015):**

- Led internal and external technological recruitment processes.
- Managed end-to-end recruitment, from defining positions to contract finalization.
- Specialized in recruiting for diverse fields, including development, software, and information systems.

**2010-2013 '012 Smile' - Recruitment and Human Resources Coordinator:**

- Manages end-to-end recruiting and hiring processes at company sites in Israel, handling mass recruitment and employment contract signing.
- Executes external recruitment and internal mobility to meet organizational needs and objectives.
- Leads the entire recruitment process, including assessment centers, interviews, and relationship management with placement companies.
- Handles administrative tasks related to the recruitment system, data entry, reporting, and candidate communication.
- Ensures employee well-being from assimilation to departure, working in a team under the supervision of the logistics and recruitment manager.

**2007 – 2009 Placement company "LM World of Manpower" recruitment and placement coordinator:**

**2005-2007 "Bank Hapoalim": (bank employee)**

- Manages personal banking, marketing credit cards, deposits, and loans.
- Collaborates with senior officials, other banks, and credit companies.
- Recruits new customers, oversees cash flow, and manages bank accounts.
- Works well in a dynamic, pressure-driven environment.
- Accompanies clients on loan matters and personal bank accounts.
- Participates in professional training programs at the bank.

**2003-2005 Israel Defense Forces (IDF), Infantry Operations Expert:**

- Infantry Operations Sergeant on the northern Israel- Lebanon border, managing perimeter security and coordinating with fighters and commanders.
- Operates in a dynamic and high-pressure environment, ensuring real-time security responses for soldiers and commanders in the north of the country.

**Courses and Certifications:**

- Certified in Sexual Harassment Prevention by lawyer Yifat Belfer.
- Trained in Scenario Recruitment and Candidate Management System.
- Completed career management at Abrotsky College.

**Languages:** Hebrew-mother tongue | English- Fluent.

**Computers:** high skills and fast learning: Office, Hilan, Hilant, Synerion software, Adam software, nemala.

**Personal skills:** Ambitious and dedicated professional with strong organizational skills. Motivated to learn and develop, I approach tasks with assertiveness and commitment. Known for excellent interpersonal relations, I am diligent and maintain a professional appearance.