

# MICHAL AVIVI

## HUMAN RESOURCES STUDENT

I am a Human Resources student that thrives on helping others, paying it forward, and going above and beyond with each task. I am enthusiastic about growing and gaining new skills on my HR journey. I value learning from others, genuine connections, hearing about other people's passions, and how I can help. Looking to get a head-start in the industry.

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### SKILLS

- Great teamwork and communication
  - Time management
  - Problem Solving
  - Microsoft Office
  - Highly Motivated
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### EDUCATION

#### HUMAN RESOURCES STUDENT

Bachelor of arts, major in human resource management  
Sapir Academic College | 2021-Present

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### EXPERIENCE

#### HUMAN RESOURCES STUDENT

ICL Group 2022-Present

- \* Working closely with the human resources manager - time management, updating and maintaining data in the systems, responsibility for generating reports and responding to welfare issues
- \* Work in the learning system in the organization, LMS system- registration of employees for courses and documentation in the system
- \* Working with the SAP system and dominoes - opening procurement requirements, budget control, and dealing with suppliers regarding invoices.

#### EDUCATIONAL SALES CONSULTANT

Sapir Academic College 2021-2022

- \* Assisting and consulting candidates that are interested in signing up for Sapir College.
  - \*Helping them discover what degree/track would be most suitable for them.
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### CONTACT

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