Tanya Alakhras

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**Summary**

Over ten years of related experience, to obtain a Professional position with a company that will allow for advancement, as well as to allow me to perform all skills that I have acquired for the position I am applying for.

**Professional Experience**

Administrator Assistant

Kandy Establishment Recruitment -Jordan 01/2013-08/2017

* Answer and direct phone calls
* Assist with creating and organizing HR files, recruitment, employee relations, record keeping, compliance, coordinating company events and other HR tasks
* Organize and schedule appointments
* Write and distribute email, correspondence memos, letters, faxes and forms
* Assist in the preparation of regularly scheduled reports
* Develop and maintain a filing system
* Order office supplies and research new deals and suppliers
* Maintain contact lists
* Book travel arrangements
* Liaise with executive and senior administrative assistants to handle requests and queries from senior managers.
* Preparing/ reconciling bank statements, salaries, sales tax, sales entries accounting, and employee social security benefits.
* Preparing Salary administration, compensation structure, payroll distribution and coordination of benefits such as group health insurance.

Administrative Coordinator

Al-Ain Homes Emirates company 02/2011-01/2013

Amman, Jordan

* Preparing daily, weekly, monthly reports of site activities.
* Project coordinator study/evaluating offers for building supplies.
* Ordering building supplies, monitoring supply consumptions.
* Coordinating administrative meetings, admin works, filing, correspondences. Staff evaluations.
* Time keeping for payroll and job costing.
* General bookkeeping.
* Creation / Management of project binders and purchase orders.

Public Relations office /Le Royal Amman Hotel 03/2009-01/2011

* planning, developing and implementing PR strategies
* communicating with colleagues and key spokespeople
* liaising with, and answering enquiries from media, individuals and other organizations, often via telephone and email
* researching, writing and distributing press releases to targeted media;
* collating and analyzing media coverage
* writing and editing in-house magazines, case studies, speeches, articles and annual reports
* devising and coordinating photo opportunities
* organizing events including press conferences, exhibitions, open days and press tours
* sites such as Twitter and Face book

Finance and Assistant Administrative Office

Elite Financial Services /Jordan 04/ 2006 – 02/ 2009

* Preparing/ reconciling bank statements, salaries, sales tax, sales entries accounting.
* Preparing Salary administration, compensation structure, payroll distribution and coordination of benefits such as group health insurance.
* Provides job candidates by screening, interviewing, and testing applicants; notifying existing staff of internal opportunities; maintaining personnel records; obtaining temporary staff from agencies.
* Pays employees by calculating pay; distributing checks; maintaining records.
* Monitors unemployment claims by reviewing claims; substantiating documentation; requesting legal counsel review.
* Orients new employees by providing orientation information packets; reviewing company policies; gathering withholding and other payroll information; explaining and obtaining signatures for benefit programs.
* Documents human resources actions by completing forms, reports, logs, and records.
* Updates job knowledge by participating in educational opportunities; reading professional publications.
* Accomplishes human resources department and organization mission by completing related results as needed.

Educations

* Applied Science Private University – Jordan /Bachelor of Arts / English Translation.
* Human resources Certificate.
* Admin Certificate.
* ESL Early teaching Certificate.