



Hiba Zrieq

Human Resources & Training Manager with 5+ years of experience focuses on implementing effective HR policies, increasing employee retention, creating training programs, monitoring & evaluation strategies. Gain professional, creative, flexible & reliable experience in high paced environments. Diversified proven skills include recruiting, reporting & data analysis, administrative support & events management.

Curriculum Vitae

WORK EXPERIENCE

Human Resources Manger

Gold's Gym Jordan / Amman / April 2022 – present

- Staffing ,Recruiting, On boarding & off boarding
- Managing employee compensation and benefits programs, including salary reviews and bonuses.
- Employee relations and performance management.
- Providing a career path within the organization& Conduct disciplinary actions.
- Providing guidance and support to managers and employees on HR-related issues.
- Managing HR budgets and providing reporting HR activities to CEO.
- Process payroll, Training & development.
- Managing employee records and maintaining accurate and up-to-date HR databases.
- Staying up-to-date with changes in labor laws and regulations and updating HR policies and procedures.

Human Resources Manager

Brega Public Health Consultancy / Amman / Sep 2020 – Sep 2021

- Management of recruitment, interview, selection, and hiring processes.
- Manage training and development initiatives.
- Keep track of employee performance & oversees the daily workflow of the department.
- Plan and oversee employee benefit & compensation programs.
- Handle conflicts, disciplinary actions, and terminations.
- Maintain legal compliance & local employment laws and regulations, & recommended best practices; reviews policies and practices.

Human Resources Manager

Cash.Net Company / Amman / Apr 2018 – March 2020

- Recruitment & selection process
- Employee relations
- Performance management
- Training & development
- Benefits & compensation
- Wages & salary

Programs Assistant

Jordan Health Aid Society International (JHASi) / Amman / Feb 2016 – Mar 2018

- Monthly , quarterly, half years & annually reports
- Monitoring , evaluating & Data analysis
- Technical support & training
- Attending meetings & activities & administrative work
- Focal point with donors & Jordanian ministries such as MOH & MOPIC
- Submit funds into JORISS system

Skills:

- Payroll administration
- Training development
- Human resources operations
- Reporting
- Events Management
- Monitoring & evolution

Date of Birth:

30th October 1987

Nationality:

Jordanian

Place of Residence

Amman, Jordan

Contact Information:

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Administrative Officer

International Air Transport Association (IATA) / Amman / Feb 2014 – Jan 2015

- Contact & follow up new agents and fill up IATA applications.
- Send weekly letters & emails for IATA members & organize filing system for documents.
- Solve agents' operational problems & answer their queries.
- Prepare reports & presentations with statistical data

Training Manager

Chili's Restaurants / Amman / Jun 2012 – Nov 2013

- Create & implement training manuals & programs.
- Prepare & implement training budget & create annual training plan.
- Assess employees' skills, performance & productivity.
- Monitoring & evaluation process & developing & improving programs.
- Supervise technical training for staff & conduct orientation sessions.

Event Coordinator

Saltus Jordan for marketing / Amman / Nov 2011 – Mar 2012

- Organizing events including conferences, exhibitions & seminars
- Collect offers from Hotels & booking process.
- Promoting the event throughout telesales, mails shot, SMS & comprehensive advertising campaign.
- Preparing invitations & implementing PR strategies.
- Sourcing & managing speaking & sponsorship opportunities.

Events Manager& Coordinator

Events Consultant Company / Amman / Mar 2011 – Oct 2011

- Calculating events' budget.
- Book venues, negotiate fees & prepare invitation.
- Promote the event using flyers, cold calling & social media.
- Prepare name tags, materials, notebooks, packages, gift bags, registration lists, seating cards, etc...
- Sell sponsorship, stand, & exhibition space to potential exhibitors& partners

HR Officer

Jordanian Factory for Manufacture of Modern Fire Fighting Equipment & Alarm / Amman / Jul 2010 – Mar 2011

- Recruitment, career development, employment law, payment issues & social security law.
- Updating job requirements & job description for all positions.
- Monitor daily attendance.

EDUCATION

MBA (Master in Business Administration)

Al-Balqa' Applied University / Amman / 2017

- Thesis Title: "The Impact of Positive Psychological Capital (PsyCap) in Enhancing Competitive Advantage at Jordanian Universities"
- GPA: Very Good

Bachelor in English Literature

ISRA Private University / Amman / 2010

- GPA: (Excellence, 86.7%)