



Rawan Al-Jariri

HR Manager



Education

2008 - 2012 **University**

» Hashemite University

Degree

» B.A Software Engineering

2007 - 2008 **General Certificate of Secondary Education - Literary stream**

» Alhuseen School



Experience

JUN 2013 - **Customer Service**

AUG 2013 *Jordan Bank*

- Training

NOV 2013 - **Communication Engineer**

APR 2014 *3TechMasters - IT Company*

- Tel Marketing

FEB 2015 - **HR Manager - QA Software Engineer**

NOV 2016 *Simtix Company*

- Answering employee questions
- Creating and distributing documents
- Providing customer service to organization employees
- Serving as a point of contact with benefit vendors/administrators
- Maintaining computer system by updating and entering data
- Setting appointments and arranging meetings
- Maintaining calendars of HR management team
- Compiling reports and spreadsheets and preparing spreadsheets
- HR assistants are involved in a number of areas of human resources, including:
- Recruitment/New Hire Process
- Participating in recruitment efforts
- Posting job ads and organizing resumes and job applications
- Scheduling job interviews and assisting in interview process
- Preparing new employee files
- Orienting new employees to the organization (setting up a designated log-in, workstation, email address, etc.)
- Conducting benefit enrollment process
- Administering new employment assessments
- Serving as a point person for all new employee questions
- Processing payroll, which includes ensuring vacation and sick time are tracked in the system
- Facilitating resolutions to any payroll errors
- Participating in benefits tasks, such as claim resolutions, reconciling benefits statements, and approving invoices for payment
- Record Maintenance
- Maintaining current HR files and databases
- Updating and maintaining employee benefits, employment status, and similar records
- Maintaining records related to grievances, performance reviews, and disciplinary actions
- Completing termination paperwork and assisting with exist interviews
- business awareness and management skills;
- organisational skills and the ability to understand detailed information;
- IT and numeracy skills, with strong IT skills required if managing/
- interpersonal skills to form effective working relationships with people at all levels;
- a proven track record of 'making a difference';
- the ability to analyse, interpret and explain employment law;
- integrity and approachability, as managers and staff must feel able to discuss sensitive and confidential issues with you;
- curiosity and a willingness to challenge organisational culture where necessary;
- the ability to compile and interpret statistical data and communicate it in a professional and understandable manner;
- influencing and negotiating skills to implement personnel policies;
- potential to handle a leadership role.



Personal Info

Address

Amman, Jordan

Date of Birth

15 Dec 1990

E-Mail

rawan_jy@yahoo.com

Phone

+962 780 81 01 44



Social Media

LinkedIn

<https://www.linkedin.com/in/eng-rawan-jariri-60135358/>



Personal Skills

- Highly Self-Motivated, Interactive, Social, Productive, and Communicative as well.
- Very good writing skills.
- Good time management skills.
- Core computer skills.



Languages

- **English** *Excellent written and spoken*
- **Arabic** *Mother tongue*