

# Mahmoud Ibraheem

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[Linkedin](#)

## PROFESSIONAL EXPERIENCE

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### **B&S Foodstuff Trading Company**

Feb 2024 – Present

*HR and Supervisor*

- Establishing a human resources system from scratch.
- Creating employment contracts under legal advice.
- Establishing an annual evaluation system for employees, based on which annual bonuses are distributed.
- Establishing a code of professional conduct and job ethics.
- Creating a job description for each position in the organization.

### **Trust International Insurance Company**

Dec 2019 – Dec 2023

Underwent extensive specialized training under a four-year contract, including six months of immersive training each year. Acquired comprehensive exposure and expertise in HR, Administrative Affairs, and other departments during this period.

- Established an efficient system for arranging and facilitating paper archiving using a detailed Excel file encompassing all HR department files.
- Assisted job applicants in submitting digital job applications, addressing inquiries, and completing all necessary procedures.
- Drafted administrative decisions and directives in response to specific requests and requirements from the management team.

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### **Anata Central**

Sep 2021 – Mar 2022

### **Slaughterhouse Company,**

*HR and Supervisor*

- Successfully led a 7-person team in preparation for the company's opening, achieving a remarkable NIS 20,000 profit on the first day.
- Directed comprehensive recruitment processes, from job posting to onboarding, ensuring the timely and efficient filling of all vacant positions.
- Administered the payroll process with precision, accurately calculating salaries, benefits, and deductions for all employees, contributing to a smooth and reliable payroll system.

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## EDUCATION

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*Bachelor's degree in Business*

*Administration – Dual Studies*

Sep 2019 – Feb 202

**Al-Quds University,**

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## CERTIFICATE

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### **Google/Data Analytics Professional Certificate**

- Successfully completed an intensive six-month, job-ready Google Career Certificate training.
- Gained hands-on experience in data cleaning, visualization, project management, and interpreting and communicating data analytics findings.
- Developed strong confidence in transforming complex data into actionable and clear insights.

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## SKILLS

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Project Management, Selecting candidates through various methods, Problem-solving skills, Sourcing, Researching, Time Management, and Attention to detail.

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## References

### **Fuad Afaneh**

Talent Acquisition Manager at Arab Bank

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### **Rawan Mouket**

Human Resources Manager at Trust Insurance

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### **Sand Salhout**

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