

Lara Taiseer Hawari



Contact

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Languages

Arabic - Mother Language

English – V.Good

Summary

Organized and empathetic HR Manager with excellent experience overseeing human resources duties including benefits management, on boarding and exit interviews. Increases employee satisfaction by advocating for expressed needs.

A challenging career opportunity in a professional and dynamic environment that allows me to utilize the skills I have acquired throughout my professional and educational experience as well as further build my knowledge and capacity in a reputable organization. And To obtain a meaningful and challenging position that enables me to use my skills and develop them and allows for advancement.

Skill Highlights

- Human resources management.
- Strong decision maker.
- Complex problem solver
- Organization.
- HR Systems (Menaltech), local system.
- Training and Developmental.
- Coaching and Proactivity Time Management.
- Performance management.
- Employment law.

Education

Bachelor degree of Marketing: From Business and Administration Faculty, Al-Yarmouk University; Irbid, Jordan,

Course taken included: • Electronic marketing. • Marketing management. • Human recourse. • Consumer behavior • Product management.

Volunteer Works

Member in Shamallat team: 2013-Till present

Helping people to make the society a better place.

Aiesec Organization: 2010- 2012

Responsible for handling interviews, replying emails and organizing tours for tourists.

Experience

Arab Renaissance for Democracy & Development (ARDD): (<https://ardd-jo.org/>) - May/2021 till Present.

Senior Human Resources, Amman-Jordan

- Recruiting, training and developing staff.
- Managed the HR Dep. And the staffs.
- Ensure adherence with ARDD policies, tools, handbooks and guidelines.
- Monitor, follow-up, collect and inform the management of the status of end the probation period for every new employee.
- Oversee, refine, and execute employee standards and procedures, using and improving HR existing and recommended systems and processes
- Maintain and enhance employee benefits programs, including compensation, health insurance, expenses, vacation, and other personnel packages.
- Assist with recruitment efforts, and prepare employees for assignments by establishing and conducting orientation and training programs
- Prepare HR reports/ Plans and Strategies’.
- Assist the managers with the Manpower plan for the office.
- Worked in employees’ benefits (Payroll, Social Security, Leaves and Income Tax)
- Worked on the Payroll and add another adjustment (IF needed) to payroll accordingly.
- Prepare offer letters, agreements, contracts and increment letters.
- Prepare and submit requests for the medical insurance of staff and ensure timely
- Renewal of policies when due.
- Ensure the implementation of identified staff training and development activities.
- Identify and recommend areas of improvement to internal standard operating procedures, including team restructuring and morale and manage the office activities.
- Receive the recruitment requisition and prepare job descriptions, then post them on
- The media.
- Assist with the administration Manager to keep the office working smoothly.
- Handling the HR work from A to Z
- Handling the new employees orientation, also managed the full process for the resigned/terminated employees.
- Support departments in the development and delivery of strategic HR plans to fit with the overall business direction
- Plan, monitor, and appraise HR activities by scheduling management conferences with employees, hearing and resolving employee grievances, training managers to coach and discipline employees, and counseling employees and supervisors
- Handle confidential matters with discretion
- Handle the employee's files.

Experience

Bayut.com (<https://www.bayut.com/>) - March/2019 till April 2021

Human Resources Manager, Amman-Jordan

- Worked in employees' benefits (Payroll, Social Security, Leaves)
- Set up the HR department structures.
- Writing up the job offers, the contracts and the confirmation letters after three months.
- Developed and wrote policies, procedures, methods, and guidelines; communicating and enforcing organization values.
- Handling the assistant and follow up with the work, also evaluate the assistant every month within the probation period and yearly.
- Made the notebook for the internal policies and coordinate it with the Ministry of Labor.
- Introduced a formal performance management process that built performance accountability into all levels of the process.
- Designed recruitment processes, encompassing sourcing, screening, interviewing, selection, and onboarding.
- Spearheaded the annual employee performance appraisal process.
- Designed job evaluation and job analysis and create job descriptions.
- Developed policies and procedure framework aligning with market practice, company values and beliefs
- Devised and implement various human resource plans to enhance company reputation and ensure amicable relations among employees and upper management.
- Recommended important changes to other departments' managers pertaining to organizational policies and procedures.
- Scheduling and assigning employees and following up on work results.
- Advances human resource staff job results by counseling and disciplining employees; and planning, monitoring, and appraising job results.
- Developed employment and training programs along with managing salary compensations, promotions.
- Organized induction programs and ceremonies for newly recruited staff.
- Handling the exit interviews and all the removes process with the SSC and HIC and the payroll.
- Perform orientation.
- Set KPIS and strategies.

Dima Solutions (<http://dima.com.jo/>) – October 2017 till March 2019

HR Manager, (Amman, Jordan)

- Negotiating with candidates, employers and related third parties.
- Developing procedures, policies & standards for recruitment.
- Writing up contracts, including terms and conditions.
- Tactfully resolving disputes between different parties.
- Handling all confidential information in a professional manner.

Experience

- Working in a fast-paced, high transaction volume environment.
- Knowledge of monitoring progress in the employee's career.
- Handling the employee's benefits.
- Schedule meetings, interviews, HR events and maintain agendas.
- Perform orientations and update records of new staff.
- Maintain calendars of HR management team.
- Handling the employee's files.

Dataflow Group (<https://corp.dataflowgroup.com/>) – February 2014 till October 2017

Senior Verification Associate, (Amman, Jordan)

- To deliver according to the predefined quality standards,
- service level & productivity targets
- Obtaining verifications on assigned checks
- Analyzing verifications received.
- Updating MIS by the minute
- Achieving a low turn around for completing checks.
- Communicating knowledge of mergers & insufficiencies commonly.
- Encountered creating & maintaining healthy relationships with client contacts.
- Responsible for coaching & counseling new hires in the team.
- Following up with vendors to maintain a normal TAT for the flow of work.

TRAINING COURSES

- Communications Skills.
- Time Management.
- Soft Skills.
- Human Relations.
- Decision Making & Problem Solving
- Work Place Etiquettes
- Anti-Bribery.
- Managerial Skills Course MAHARAT

Center for Training and Employment; Irbid,
Jordan.

Personality

- Initiator, High abilities to observe details.
- Quick Thinker, Fast Learner & goal-oriented.
- Highly organized, dedicated, & committed to professionalism.
- Highly motivated, self-starter who takes initiative with minimal supervision.
- Tolerant & flexible in different situations.
- Self-confidence, loyal, achieve utmost certainty & diligently.
- Willingness to learn & develop myself.

Computer Skills

- MS Office: Outlook, Excel, Word...
- Good knowledge in operating systems: Wins 10, Wins 8...
- Programming Languages: SPSS
- Arabic & English typing: up to 300 letters per min.
- Emails Writing.

Thanks for your interesting in reading my resume