



Mousa Jawdat Mahmoud Al-Banna

Contact Information

Email Address: mousa842002@yahoo.com

Mobile Phone: +962 796404919

Country: Jordan

Address: Amman –Al Ashrafeyah - Sumaya Street

Personal Information

Birth Date: 26 February 1984

Gender: Male

Marital Status: Married

Experience

HR Section Head

MCM -Modern Cement & Mining - Manaseer Group

Form 23/02/2014 – To 08/04/2018

• Job Responsibilities for this position (the main):

- 1- Supervision of the HR Operations (Payroll & Benefits, Training & Development, Recruitment & selection, Personnel)
- 2- Distribution the tasks to the team (daily and annual tasks).
- 3- Preparing annual projects (SMART goals) for HR staff aiming to improve and increase the efficiency of the HR department and follow up its achievement.
- 4- Leader of the HR Operations team, follow up their work and apply properly and check it before sending them to the HR Manager.
- 5- Training of staff in the HR department (calculation of monthly payroll, social security law, work-related injuries, labor law, income tax law, interview skills, action plan training, and analysis) skills.
- 6- Support and help other HR Sections if needed.
- 7- Participation and cooperation with the HR Manager to development HR policies and Procedures that may increase the efficiency of Department or update Current policies and make the necessary suggestions.
- 8- Coordinate with the Departments for the issue related to HR.

My responsibilities in details:

▪ Recruitment & selection section:

- Supervisory and assistance in the preparation of the annual recruitment plan for the company (manpower plan).
- Follow up recruitment hr officer to implementation the recruitment process according to the annual recruitment plan and applied as correctly.
- Follow up recruitment hr officer to archive the CVs that reach the company in the right way (manually or systematically Mena ITech).
- Filtration the CVs for the job post announcement according to the job description.
- Participation within the interview committee.
- Participation in the event, job fair of the company or other employment institutions.

▪ Payroll & benefits section:

- Participation in the preparation of allowances and benefits policy.
- Follow up the payroll hr officer to preparation of monthly salaries and financial movements of employees on system correctly.
- Follow up the payroll hr officer to enter the new staff on system (financial info).
- Check and auditing the monthly employee salaries before sending to HR Manager.
- Coordination with Financial Manager to transfer salaries to banks.
- Follow up the company's balance with social security and income tax and coordinate with the financial department regarding them.

▪ Personnel section:

- Follow up the Personnel HR Officer work through the issuance of internal and external memos and official memos and check it before sending to HR Manager
- Follow up the Personnel HR Officer for new employees (file opening) and enter they information on system
- Follow up the vacations balance for the employees on system
- Follow up health insurance (new employees' participation or exit) and support if they needed

▪ Training & Development section:

- Follow up the preparation of the annual training plan for the employees of the company (internal and external) based on the annual evaluations
- Ensuring that the training procedures are carried out according to the plan and the employees get the required
- Communicate with training centers when required in case of special training offers

Assistant Manager of HR Department

At Taameer Jordan Holding Company

Location: Amman, Jordan

July 2006 – to 2 February 2014

• Job Responsibilities for this position:

1. Recruitment : this role include a lot of tasks beginning of assist in the development policy, process, procedures for recruitment, interviewing applicants, provide the best applicants to the Committee on recruitment in the company and proceed recruitment procedures for applicants who selected by the Committee and issuance of their work contracts
2. Payroll: Auditing of monthly salaries daily movements (such as discount and overtime, allowances and bonuses and monthly deductions ... ECT) and
3. Job descriptions: Responsible for the job descriptions for all jobs in the company and analysis it according to the organizational structure.
4. Salary scale: Responsible for Salary Scale for company (policy, process, procedures).
5. Training : Identifying training and development needs within an organization through job analysis, considering the costs of planned programmers, maintaining a good relationship with trainers, developing training centers, preparing the course material and the presentations, developing the current courses and training proposal, develop the annual training plan with the most updated courses .
6. Assist in prepare for orientations policy to new employees and make presentation for them about the company business and their systems.
7. Internal systems: prepare the company's internal systems with all procedures audited and signing and approved with competent authorities.
8. Social Security: this role include a lot of tasks beginning of prepare the monthly payments in according with financial department, update the employees list for new one and terminations, responsibility of work injuries to staff or any other letters for Social Security matching with our system.
9. Time Attendance: Responsible for the analysis of time Attendance for staff and Delay managing the vacations process.
10. Performance appraisal: work on different tasks that are related to (functional) individual performance evaluation, coordination of employees performance appraisal process, prepares the necessary appraisal forms to be sent to be used in employee performance appraisal, support the departments managers and section heads in preparation of behavioral and technical competency that help evaluation of individual performance, prepares and report performance measures and results to department managers and section heads, updates performance appraisal tools and technologies responsible for the Income Tax process.
11. Responsible for the Traveling process for all employees and CEO.
12. Responsible for the Vacations and leaves process for all employees.
13. Responsible for all employees' information on the system

14. Responsible for Managing the information center for all employees.
15. Responsible for the personnel files keeping process.
16. Supporting management in generation employee statistical reports and providing feedback to management.

Personnel & Accountant Officer

At Hamouda sons ltd (Import & Export)

Location: Amman, Jordan, Sahab

January 2006 - July 2006 Job Responsibilities for this position:

- 1- Prepare statements of weekly finance reports for export & import goods.
- 2- Preparing the salaries of workers in the company.
- 3- Social Security for employees (IN & OUT)
- 4- Time attendance & annual vacation.

Education

➤ **B.Sc. Degree in Finance and Banking - Al -Al Byte University 74.56%**

Completion Date: October 2002 - January 2006

➤ **High school or equivalent, Literary - Salah Alden Secondary School- Amman, Jordan**

Completion Date: October 2002

Training Certifications and Skills

- Certified Manager Certification (CMC)
- Effective Personal Productivity
- Training of the Trainers - TOT
- Strategies for Human Resources management and planning
- Supervisory Skills
- Job Analysis & Job Description
- Budgeting of HR
- Negotiations skills
- ISO10015+ Internal Audit
- DISC Model
- Time Management
- The Power Of Non-Verbal Communication
- Business Etiquette and Behavior
- Planning and Productivity
- Understanding the Role of HR
- Advanced Microsoft Excel 2010

- Social Security Law-Jordanian
- Tax Law- Jordanian (2016.2017)
- English Language (Intermediate level)
- Microsoft Office Word, Power point, Visio

Languages

- Arabic (mother language)
- English (V. good conversation, writing, reading)

HR Systems

- Mena ITech (Mena Pay, Mena HR, Mena Me)
- ERP Eskadinia

References

Amer Al-Banna

Job Title: Manager

Phone Number: +962.7954679370

Email Address: ameeer_28bnbn@yahoo.com

Yanal abaza

Job Title: Finance Manager at MCM

Phone Number: +962.798994189

Email Address: Y.abaza@mgc-cement.com

Mahmoud al afer

Job Title: IT Manager

Phone Number: +962.795941614

Email Address: Mah_asfar@yahoo.com