

AMANI AL KHATIB

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UAE



Profile Summary

Leadership-oriented management entering a career in human resources with two years of experience. Adept at building recruiting, selection and retention business strategies. Recognized as a strong coach and trainer who is able to develop individuals in both a direct and indirect reporting relationship. Skilled at learning and applying new information, system and resource development, project management, and the role of spokesperson. I've increased employee satisfaction by 30% and decreased turnover by 12%.

- employee relations
- development policies, systems, and procedures
- problem solving
- Microsoft office programs (word, Excel, PowerPoint)
- interviewing
- leadership and coaching

Career summary

Office Administration

Dec 2023 – present \ UAE

Merveille Investments

Facility Management: Ensure a well-maintained and efficient office environment, including coordinating repairs and maintenance.
Supplies and Equipment: Manage office supplies, equipment, and inventory.
Scheduling: Arrange meetings, appointments, and maintain calendars for office personnel.
Travel Arrangements: Coordinate travel plans and accommodations for employees when necessary.
Data Entry: Input and update information in databases, spreadsheets, and other office software
Filing: Maintain organized and efficient filing systems for both electronic and paper documents.
Record Maintenance: Keep records of employee attendance, leave, and other relevant information.
Onboarding: Assist in the onboarding process for new employees.
Documentation: Maintain employee records, including contracts and other HR-related documents.

HR Manager

Ammar mall

Sep 2021 – Jun 2023 \ SYR

Key responsibilities

- Recruit candidates, to understand the organization's needs for new positions.
- Hire the right employees.
- Update policies, updated every year as the organization changes.
- Conduct benefit analysis.
- Conduct disciplinary actions.
- training and leadership development.
- Assisting with recruitment from an advisory standpoint, developing roles and identifying future needs.
- Providing overall leadership and guidance on talent acquisition.

key Achievement

- Cut new hire processing times by 30%
- Manage recruiting, benefits, and payroll for 50-person.
- Increased employee motivation and subsequent work prowess, by suggesting increment in bonuses and benefits.

Educational Supervisor

Mar 2020 – May 2021 \ SYR

Alrsheed School

Outline of responsibilities:

The job duties include setting up academic programs, hiring and managing staff, monitoring Student progress, meeting with students 'parents and balancing school budget.

Administration officer/secretary (English department)**CPC center****May 2018 – Mar 2020 \ SYR****Key responsibilities**

- Excellent communication, telephone and writing skills.
- Oversee issues relating to office environment, energy saving, procurement of office furniture.
- Sending messages to students -Inform students of course dates.
- Explaining rules and laws to students. -Student registration for a specific course.
- Opening future courses and deal with teacher to take a course.
- Archive certificates in private workbooks.

Key achievement

- Providing preliminary information to customer.
- Maintaining databases and filing system.
- Coordinating appointments and meetings.
- Managing correspondence.
- Trained 5 newly hired staff members.
- Attained the title of best employee in Aug2018 owing to excellent customer feedback.

Courses

HRM course at \New horizons\ center

English language program – pre –intermediate b - at \New horizons\ center .

English conversation course at CPC.

English course - interchange – 3A at Projects center .

Skills

Supervision and follow-up to work well.

Ability to work under pressure and strict deadline.

Ability to work with teams, and team leading .

EDUCATION

2009 _ 2012 upper secondary school education ,Mustafa Al Akkad school ,Syria-Aleppo.

2012 _ 2017 English literature , faculty of arts and humanities – Aleppo university.

2017 _ 2018 diploma in educational , collage in education , Aleppo university .

OTHER RELEVANT INFORMATION

Languages: *Arabic* : Native

English : Proficiency level, oral and written

Computer skills: Advanced level in Microsoft Excel , Word and PowerPoint

References

Available upon request