

AHMAD HUSSEIN

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AMMAN, JORDAN



Senior HR Officer

SUMMARY

Hoping to work for an organization where my skills are put optimal use and which offers scope for knowledge and growth. I Have a Bachelor Degree in Business Administration makes me a prospective candidate for working at your reputable institution. I am a hard worker and learn quickly; therefore, I will not have problems getting acquainted with the issues related to any job. I consider myself quick in grasping new ideas and concepts and developing innovative and creative solutions to problems. Able to work well on my own initiative and can demonstrate the high level of motivation required to meet the tightest of deadlines, even under significant pressure; I possess a strong ability to perform effectively. Looking for a mid-level job in HR: • Compensation & Benefits • Performance management • Workforce planning • HR Operation • Talent Management

EDUCATION

The Hashemite University
Bachelor's degree | Feb 2010 - Feb 2015
Business Administration -Very Good Degree

SKILLS

- **Technical Skills:** Comprehensive knowledge in HR Management, Compensation & Benefits, Performance Management, Strategic HR Planning, Payroll Administration, and Talent Management.
- **Interpersonal Skills:** Effective communicator, team collaborator, and adept in high-pressure environments. Demonstrates a high level of dedication and ownership, with a proven ability to advance organizational objectives.

PROFESSIONAL EXPERIENCE

- Senior HR Officer, Jordan Commercial Bank, May 2019 - Nov-2024.
- HR Officer, Jordan Commercial Bank, Mar 2016 – April 2019.
- Banking Operations Officer, Jordan Commercial Bank, Jun 2015 - Mar 2016
- Internship Customer Service Officer, Cairo Amman Bank, Jul 2014 - Sep 2014

CERTIFICATIONS

- Professional in Human Resources – International (PHRTM).
- Professional Human Resource Management Diploma - Lead Academy (PHRD).
- Labor and Social Security and the Income Tax Laws - Optimal Academy.
- Talent management professional – Menaitech.
- Total Quality Management - Institute of Banking Studies.
- Finance and Accounting in HRM - Knowledge Kingdom
- Creative Problem Solving and Decision-Making Skills - Institute of Banking Studies.
- Business Etiquette - Jordan Commercial Bank.

PROJECTS

- Led key HR projects including the design of salary scales, job evaluation systems, and the implementation of HR software solutions, significantly optimizing workflow and compliance.
- Spearheaded the design and implementation of salary scales, grading systems, and job evaluations, enhancing operational efficiency.
- Developed and executed a balanced scorecard system, contributing to improved strategic management and reporting.
- Led the implementation of HR Help Desk and Performance Appraisal software, significantly improving HR service delivery and performance tracking.
- Authored the performance management policy, standardizing appraisal processes across the organization.
- gap analysis -HR day to day operation & HRIS

LANGUAGES

- Arabic: Native
- English: Very Good