

# Feras Abdul-Karim Al Alawin

## Sr. HR & Administration Manager

### Masters of Woman Studies

#### Core Competencies:

- Human Resource Development
- Human Resources Information Systems (HRIS)
- Organizational Development
- Administration
- Performance Appraisal
- Talent Management
- Time Management
- Documentation
- Employee Training
- Training
- Phone Etiquette
- Training & Development
- Decision-Making
- Recruiting
- Organization Skills

#### Educational Background:

- Master's Degree in Women Studies from University of Jordan, Amman, Jordan, 19
- Bachelor's degree in English Literature, Faculty of Arts, English language department from Al-Isra Private University, Amman, Jordan, 05

#### Certifications

- Strategic Planning for HR Management, Jordan, Amman
- Human Resources Management Certificate, Jordan, Amman

#### SUMMARY

As a seasoned administrative professional with over 15 years of experience, I am poised to bring strategic team management and innovation to the Senior Human Resources & Administration Manager role at Ibrahim Siyam Industrial Group. My background encompasses robust expertise in human resource management, including recruitment, employee relations, and benefits administration, paired with a strong proficiency in ensuring compliance with HR regulations and employment laws. I am committed to fostering a productive work environment through effective mentoring, managing vacancies, and developing training programs to enhance the production process and service operations.

Skills	Years of Experience
Overall Experience	15+
Administration   Human Resources	10+
Office Management   Service Operations	10+

#### HIGHLIGHTS

- Administered performance review program to ensure effectiveness, compliance, and equity within organization.
- Managed salary administration program for compliance and equity within organization.
- Recruited through the HR lifecycle, identified vacancies, put up open process & extended services for worker onboarding.
- Investigated and offered guidance on employee relations issues through innovative disciplinary methods.
- Effectively created / managed an HR budget involving payroll compensation, and benefits management.
- Consulted / mentored personnel and management group to offer impartial dedication to employee troubles & to trying fining an effective decision.
- Served as administrative liaison and providing support for daily maintenance including benefits administration of office, communication system, filing & correspondence.
- Assisted the HR manager in all facets of administration encompassing production of documented procedures for the HR function, policy renewal and procedures, annual appraisal process including payroll management.

**Feras Abdul-Karim Al Alawin**  
**Sr. HR & Administration Manager**  
**Masters of Woman Studies**

---

**PROFESSIONAL EXPERIENCE**

**Senior Human Resources & Administration Manager**  
**Ibrahim Siyam Industrial Group Amman, Jordan**

**Oct 22 – May 23**

- Led recruiting lifecycle including onboarding, reference checks, and employee relations in departments.
- Interpreted HR policies to guarantee the organization's vision for strategic team management.
- Investigated & offered guidance on employee issues through disciplinary methods progressive disciplinary methods.
- Stayed contemporary with employment regulations and HR policies to ensure regulatory compliance.
- Consulted / mentored personnel and management group for offer impartial dedication to employee relations & effective decision-making.
- Led strategic team management, aligning business goals with workers.
- Recruited through full recruiting lifecycle, from identifying vacancies to onboarding new hires.
- Administered all benefits medical including dental insurance, life insurance, supplemental life's insurance & many more.
- Catered monthly bills, with strategic team management skills such as supplier negotiation and employee relations.
- Analyzed / edited blessings to be more powerful for the company and the quality insurance for employees (insurance).
- Ensured compliance by using offering gifted steerage of national and governmental laws (HR - regulations).
- Developed, coordinated, and presented training programs for skilled employees.
- Evaluated / executed all rules / strategies for each extraordinary plant life and division, showcasing innovation.
- Consulted with insurance agency on Worker's Compensation, Disability, and employee relations to facilitate return to work.
- Created / managed HR budget including payroll & benefits administration.
- Recruited for open positions through the full recruiting lifecycle.

**Human Resources & Administration Manager**  
**Wahib Medanat Consultant Engineers, Amman, Jordan**

**Aug 11 – Nov 20**

- Analyzed wage / salary reports and data to determine competitive compensation plans for benefits administration.
- Wrote directives advising department managers of company policy regarding equal employment opportunities, compensation, and employee benefits for benefits in compliance with HR regulations.
- Consulted legal counsel on employment regulations to ensure that policies comply with federal and state law.

**Feras Abdul-Karim Al Alawin**  
**Sr. HR & Administration Manager**  
**Masters of Woman Studies**

---

- Developed and maintained a human resources system that meets top management information needs, driving innovation.
- Oversaw the analysis, maintenance, and communication of records required by employment regulations or local governing bodies.
- Ensured HR policies comply with government reporting regulations through legislation study.
- Administered performance review program to ensure effectiveness, compliance, and equity within organization following employment regulations.
- Administered salary administration program ensuring compliance & equity within organization for HR budget purposes.
- Administered benefits programs such as life, health & dental insurance/pension plans/vacation/sick leave/leave of absence (LOA)/employee assistance with return to work.
- Prepared / delivered presentations to corporate officers or government officials regarding HR policies and practices.
- Recruited, interviewed, tested, and selected employees to fill open positions within the recruiting lifecycle.
- Planned / conducted new employee onboarding programs fostering positive attitude toward company goals.
- Maintained records of benefits administration such as insurance and pension plan, personnel transactions for HR regulations.
- Coordinated management-training programs in strategic team management including interviewing, hiring, terminations & promotions.
- Consulted management on appropriate resolution of employee relations issues to ensure compliance.
- Responded to inquiries regarding policies, procedures, and programs through consultation
- Investigated accidents for insurance carrier, coordinating Safety Committee meetings as the Safety Director.
- Analyzed employment regulations by conducting wage surveys within labor market to determine competitive wage rate.
- Analyzed HR budget for compliance with employment regulations.
- Prepared employee separation notices and related documentation, conducting exit interviews to determine reasons behind separations.
- Analyzed reports and recommended procedures to reduce absenteeism & turnover per HR regulations.
- Represented organization at personnel-related hearings, investigations and disciplinary methods.
- Contracted with outside suppliers for employee services like temporary employees or search firms.

**Feras Abdul-Karim Al Alawin**  
**Sr. HR & Administration Manager**  
**Masters of Woman Studies**

---

**Human Resources & Administration Supervisor**  
**Vtel Holdings Group, Amman, Jordan**

**Feb 10 – Aug 11**

- Provided HR support to establish best practices in developing policies / procedures and driving their implementation to ensure proper control over human capital in the company and its subsidiaries, displaying expertise in HR regulations.
- Handled documentation for the Remuneration-Nomination Committee as per the agendas set including employee benefit programs & services.
- Analyzed business requirements providing inputs for developing functional strategy with respect to talent acquisition, development & retention.
- Executed approved HR plans and restructuring projects in compliance with the employment regulations.
- Supervised implementation of programs through HR staff, monitoring administration to high standards, identifying opportunities and resolving discrepancies
- Controlled / maintained integrity and confidentiality of highly sensitive HR & management information / records.
- Assisted with the development / implementation of reporting procedures, ensuring compliance and innovation while overseeing maintenance of department records/disposal and according to retention schedules & policies.

**Human Resources & Administration Officer**  
**XPress Telecommunications, Amman, Jordan**

**Jan 08 – Feb 10**

- Managed overall provision of HR services, policies and programs in accordance with market trends, current/proposed activities of the company to ensure compliance with HR regulations.
- Designed/implemented/administered policies/activities for availability & effective utilization of human resources for meeting company's objectives.
- Ensured timely recruitment within recruiting lifecycle to fill open positions.
- Conducted onboarding & training programs for new recruits, exit interviews and handled leave/final settlements according to employment regulations.
- Assisted the HR manager in all facets of administration encompassing production of documented procedures for the HR function, renew policies and procedures, annual appraisal process & payroll management.

**Infrastructure and Network Support**  
**XPress Telecommunications, Amman, Jordan**

**Jan 06 – Jan 08**

- Pertained to backup, data recovery and system installation for network software / hardware.
- Analyzed day-end system performance reports for anomalies, ensuring compliance with HR regulations.
- Evaluated network software / hardware for existing systems following employment regulations.
- Performed system maintenance to ensure optimum performance and compliance with production processes.

**Feras Abdul-Karim Al Alawin**  
**Sr. HR & Administration Manager**  
**Masters of Woman Studies**

---

- Researched network issues for efficient troubleshooting, determining causes & implementing corrections.
- Analyzed critical business issues, providing consultation on immediate/long term solutions encompassing innovation.
- Ensured accurate documentation of network problems and maintained confidentiality through information security protocols.

**Translator & Journalist Trainee**  
**Jordan Times Daily paper, Amman, Jordan**

**Sep 04 – Aug 05**

**Association Co-Founder & Manager (Volunteer)**  
**Women Against Violence Association (WAV), Amman, Jordan**

**Jan 10 - Present**

- Planned, developed and coordinated the execution of program policy, procedures & operations including onboarding and training programs.
- Served as administrative liaison and providing support for daily maintenance of office, communication system, filing & correspondence to ensure compliance.
- Provided strategic guidance on purchasing decisions through sourcing & negotiating long term agreements with suppliers.
- Sourced products from economically viable sources following a production process leading to cost reduction activities.
- Managed overall regulatory affairs pertaining to security, IT tasks by setting internal network.
- Ensured strict adherence to organizational policies and procedures through employee relations.
- Designed / managed translation projects, data modification & website updates for the association.
- Networked extensively to get sponsors as well as formulating the HR budget for the recruiting lifecycle.
- Organized / evaluated purchasing activities, right from sourcing / preparing specifications through evaluating bids and reviewing responses for best offer to procuring goods & services.
- Supported recruitment by selecting employees, guiding/training them creating a motivational environment maximizing team productivity Prepared / maintained reports and keeping the President abreast of departmental activities through strategic team management.
- Coordinated and oversaw of all partner-based field activities within NWS including onboarding new employees.
- Ensured data quality and streamlining field processes in line with programmatic goals
- Cultivated a safe environment for f through employee relations, encouraging misconduct reporting.
- Adapted coverage plans and assessment methodologies at the field level to fit operational shifts.