



Rayan Shaker Hammad

Resource Manager and Recruitment Specialist

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Key Skills

HR Professional with Extensive Experience in Management, Employee Relations, Recruitment, Talent Acquisition, and Performance Management. With professional experience in both North America and Jordan, I am skilled in supporting over 400 associates in international locations. Balancing corporate and on-site responsibilities while ensuring corporate initiatives are assimilated and implemented into a unique on-site environment.


➤ Recruitment and Selection	➤ HRIS Knowledge	➤ Coaching
➤ Advising	➤ Proactivity	➤ HRM Knowledge
➤ Administrative Skills	➤ Communication Skills	➤ Intercultural Sensitivity
➤ HR Reporting Skills	➤ Teamwork & Collaboration	➤ Analytically driven & Oriented
➤ Onboarding	➤ Off-boarding and Exit.	➤ Work Environment Mgmt.

Experience

People and Talent Executive

Tanasuk Technologies

Tanasuk.com

 November 2021 – November 2023

 Amman, Jordan

- Maintaining accurate, up-to-date records on HRIS
- Internal communication – cascading relevant people and talent updates as appropriate
- Ensure all HR policies are followed and documented correctly, including probation reviews, return to work interviews etc.
- Support key Talent and People projects
- Deal with any adhoc HR-related queries and requests on a daily basis
- Working closely with hiring leads and department heads within the business to recognise and identify in advance the need to hire externally
- Coordinating all recruitment activity including building an effective pipeline of future talent, ensuring candidates have an exceptional experience at every stage, and that we recruit in line with our core values and technical stack.
- Managing resourcing campaigns including advertising and
- Sourcing and screening candidates, interviewing, technically assessing
- Manage the negotiation and offer process, issuing contracts and facilitate
- Inputting all recruitment activity onto HRIS and ATS and Talent Overview passive candidate searches using social media tools.
- Writing adverts for social
- Research and identify new business opportunities - including growth areas, market trends, customers, partnerships, competitors, products, and services - or new ways of reaching & upselling existing clients.

Human Resources Manager

Avertra Corp

www.Avertra.com



Sep 2019 – July 2021



Amman, Jordan

- Develop and implement HR strategies and initiatives aligned with the overall business strategy
- Bridge management and employee relations by addressing demands, grievances or other issues
- Manage the recruitment and selection process
- Support current and future business needs through the development, engagement, motivation and preservation of human capital
- Develop and monitor overall HR strategies, systems, tactics and procedures across the organization
- Nurture a positive working environment
- Oversee and manage a performance appraisal system that drives high performance
- Maintain pay plan and benefits program
- Assess training needs to apply and monitor training programs
- Report to management and provide decision support through HR metrics
- Ensure legal compliance throughout human resource management

HR Consultant

Mazaya Recruitment

<http://www.mazayarec.com/>



Mar 2019 – Sep 2019



Amman, Jordan

- Recruiting and interviewing potential applicants on experience, skills, and education
- Drawing up plans for future personnel hiring procedures and goals
- Performing administrative tasks
- Overseeing employee health and safety procedures
- Organizing and managing new employee orientation, on-boarding, and training programs
- Updating job requirements when needed
- Contacting applicants references
- Performing criminal background checks required by company
- Explaining and providing information on employee benefits, programs, and education
- Advising on company benefit needs or evaluating benefit contract bids
- Covering all legal compliance for human resource federal and state requirements
- Maintaining employee records and paperwork
- Answering employee questions and addressing employee concerns with company
- Reviewing procedures for employee safety, welfare, wellness and health
- Representing employer in community and recruiting events
- Overseeing social events

Internship Program

Amazon

www.amazon.com



Oct- 2018 – Mar 2019



Amman, Jordan

- Updating company databases by inputting new employee contact information and employment details.
- Screening potential employees' resumes and application forms to identify suitable candidates to fill company job vacancies.
- Organizing interviews with shortlisted candidates.
- Posting job advertisements to job boards and social media platforms.
- Removing job advertisements from job boards and social media platforms once vacancies have been filled.
- Assisting the HR staff in gathering market salary information.
- Assisting in the planning of company events.
- Preparing and sending offer and rejection letters or emails to candidates.
- Coordinating new hire orientations.
- Responding to staff inquiries regarding HR policies, employee benefits, and other HR-related matters.

Human Resources Officer

Spring Strategies



Aug- 2016 – Jul- 2018



Maryland, USA

Recruiting and interviewing potential applicants on experience, skills, and education
Drawing up plans for future personnel hiring procedures and goals
Performing administrative tasks
Overseeing employee health and safety procedures
Organizing and managing new employee orientation, on-boarding, and training programs
Updating job requirements when needed
Contacting applicants references
Performing criminal background checks required by company
Explaining and providing information on employee benefits, programs, and education
Advising on company benefit needs or evaluating benefit contract bids
Covering all legal compliance for human resource federal and state requirements
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Overseeing social events

HR Assistant
Clanny Services
<https://clannyservices.com/>



Aug 2014– Jul 2016



Maryland, USA

- Allocate human resources, ensuring appropriate matches between personnel
 - Provide current and prospective employees with information about policies, job duties, working conditions, wages, opportunities for promotion employee benefits
 - Perform difficult staffing duties, including dealing with understaffing, refereeing disputes, firing employees, and administering disciplinary procedures
 - Plan conduct new employee orientation to foster positive attitude toward Org. objectives
 - Plan, direct, supervise, and coordinate work activities of subordinate's staff relating to employment, compensation, labor relations, and employee relations
 - Analyze training needs to design employee development, language training and health safety programs
 - Maintain records compile statistical reports concerning personnel-related data like hires, transfers, performance appraisals, and absenteeism rates
 - Conduct exit interviews to identify reasons for employee termination
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Education

B.Sc, International Affairs - University of Maryland



<https://www.umd.edu/>



2018



Maryland, USA

Software and Tools

➤ JIRA	➤ Slack	➤ SAP BYD
➤ Applicant Starter	➤ Applicant Pro	➤ G-Hire
➤ ZOHO	➤ Bayt	➤ Zip Recruiter
➤ Monster	➤ Indeed	➤ Microsoft Office
➤ Google Cloud	➤ LucidChart	➤ DocSign

Languages

language

Level

English (Mother Tongue)



Arabic (Mother Tongue)



References

Name

Designation

Contact

Company

Sarab Atiyat

Chief of Staff

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Avertra

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Senior HR Manager

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Avertra

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CEO

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Spring Strategies