

Fadi H. Ismail

Mobile -00962-79-5594495

E-mail : fady.ismail@gmail.com

Adresse: Amman, Jordan



Objective

I am seeking challenging position with a reputable Organization as a valued member of the HR Dept., with ample opportunities to apply my professional expertise, experience and knowledge in making tangible contributions for success the Organization and my professional growth as well.

Personal Profile

- Pro-active and result-oriented individual.
- Energetic and self-motivated.
- Problem solving skills.
- Excellent communication and interpersonal skills.
- Have the ability to deal with different backgrounds, management levels and diversified cultures.
- Passion to help others.

Area of expertise

- HR Management
- Recruitment
- Compensation & Benefits
- Organizational Planning
- Employees Relations
- Strategic Management
- System Development

Professional Experience (Started from present Job)

1. Jordan Islamic Bank

Post Title : HR Supervisor

Duration : 03.05.2004 up to present

Duties : All Procedures related to Human Resources and not limited to the following:

- Developed HR Strategic plan.
- Managing Staff
- Supervisor on Main Database.
- Promotion Management.
- Developed Performance Management system.
- Compensation Management.
- Prepare Gap Analysis for HR & Payroll system.
- Managing All Employee Daily Cases.
- Response to all Top Management inquires.
- Developed Special reports for General Manager and top management.
- Developed HR annual reports.
- Control Medical Insurance.
- Develop the annual Manpower Plan.
- Setting up and performing recruitment plans and staffing for new vacant posts.
- Ensure of adherence to Jordanian labour law & interpret the labour law for both Managers & Employees.
- Handling Hay Groups survey.

2. Jordan Petroleum Refinery

Post Title : Clerk, Store keeper

Duration : 02.07.2002 up to 20.04.2004

Duties : Follow-up needed items.
Check in & check out of items.

3. Ramdan Urabi & Sons Co.

Post Title : Follow up Stores & Cargo officer

Duration : 18.02.2002 up to 26.08.2002

Duties : All Procedures related to Stores & Cargo and not limited to the following:

- Managing Database of stores, costing, purchasing.
- Prepare all orders (foreign/local).

4. EnviroLife

Post Title : Main Secretary

Duration : 15.07.2000 Up to 30.07.2001

Duties :

- Typing all correspondence.
- Prepare for conferences.

Qualifications

1. **Bachelor Degree in Accounting**
Al-Zaytoonah Private University
2009 with grade V.good
2. **Diploma in Finance Banking Islamic Studies**
Institute of Banking Studies (Central Bank)
2006, with grade Good
3. **Diploma in Business Administration**
Amman Training College
1999, with grade Good

Workshops & Courses

- ✓ **Labor Law, Social Security & Work Accidents**
2007 Central for Training & Development
- ✓ **English Language**
2007 American ESL Cultural Centre
- ✓ **The 7 Hidden Reasons Employees Leave**
2006 Arabian Scientific Information – SHUA'A
- ✓ **Basics of Balanced Scorecard**
2011 Strategic Center for Organizational Performance Improvement SCOPI
- ✓ **Strategic Planning for Human Resources Management and Promotion Mechanisms**
2011 Pioneers Academy
- ✓ **Key Performance Indicator – KPIs**
2011 Strategic Center for Organizational Performance Improvement SCOPI
- ✓ **Investment in Human Capital**
2012 Joint Efforts Group
- ✓ **Designing a Competitive Salary Structure**
2012 HR Pulse
- ✓ **Performance Management System**
2012 Sanaya Academy
- ✓ **Attending HRBP Course**
2014 Morgan Int.
- ✓ **Certified Human Resource Manager - CHRM**
2015 Institute of Banking Studies IBS

Computer Skills

Operating System : Windows XP, Win 7, Win 8, Win 10
Applications : Expert in: Word, Excel, PowerPoint, Outlook .

Languages

Fluent in both languages Arabic and English

References

Mr. Mazen Rehan	HR Consultant -free lance	0795387358
Mr. Mammon Albwaya	HR Manager- Ab Invest. /Arab Bank group member	0799777966

Personal Data

Date of birth : 12 June 1979
Nationality : Jordanian
Marital Status : Married with two children