



DIMA ALAMEDDIN

Human Resources Officer

PROFILE

A self-motivated candidate looking for a full-time job in an institution that will help me flourish in excelling my skills. I would like to add value to the workplace I would be hired in and watch it prosper as I have done in my previous jobs.

INFO

ADDRESS:

Amman - Jordan

PHONE:

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EMAIL:

Dimaa_ameddin@hotmail.com

NATIONALITY:

Jordanian

DATE OF BIRTH:

August 4th, 1996

ACTIVITIES AND INTERESTS

Traveling
Music
Volunteering
Puzzles
Swimming
Great food

General Skills

Management of employee files, entering monthly variables into the payroll software. Follow up on international staff permits and governmental correspondences. Perform secretarial work and HR management. Organization of recruitment processes. Liaison between the Human Resources Department and the employees. Handling private medical insurance relations with the contracted company. Demonstrate multi-cultural flexibility. Proven communication and interpersonal skills. Written and verbal fluency in English and Arabic Team player, Flexibility, multitasking, and time management. Autonomous, High Sense of confidentiality, ability to work under pressure.

WORK EXPERIENCE

Human Resources Officer

Al Maha Academy for Girls, Doha – Qatar

2022 – 2023

- Point of contact between all stakeholders.
- Microsoft AX Dynamics.
- Issuance of payroll and non-payroll.
- Manpower plan.
- On-boarding and off-boarding of all employees.
- Great problem solving and communication skills.

Human Resources Officer

Zenith Heights Academy, Doha- Qatar

2018–2021

- Adept at problem-solving, including being able to identify issues and resolve programs in a timely manner.
- Possess strong interpersonal skills.
- Able to communicate clearly, both written and orally.
- Organized, accurate, thorough, and able to monitor work for quality.
- Serving as a point of contact with benefit vendors/administrators.
- Maintaining computer system by updating and entering data.
- Participating in recruitment efforts.
- Collecting employment information.
- Ensuring background and reference checks are completed.
- Orienting new employees to the organization (setting up a designated log-in, workstation, email address, etc.)
- Dealing with the respective Ministries relating to the workplace.
- Serving as a point person for all new employee questions.
- Updating and maintaining employees' records.

EDUCATION

Qatar University

2014 - 2018

Bachelor of Business Administration

Major in Marketing

Additional courses:

- Financial Accounting
- Principles of Finance
- Intro to Management Information System
- Production and Operation Management
- Entrepreneurship- Small Business Management
- Managerial Accounting
- Engineering Skills and Ethics
- Marketing Management
- Organizational Behaviour
- Business Law

SKILLS AND CHARACTERISTICS

- Team player
- Excellent listener
- Friendly, courteous, and service oriented
- Fast learner
- Multitasking
- Recruiting and Hiring
- Solid written and verbal communicator

LANGUAGES

- English: Excellent
- Arabic: Native

EXTRA-CURRICULAR ACTIVITIES

- Volunteer, color run (Doha - 2017)
Volunteer for obtaining a teamwork experience
- Volunteer, Qatar Green Building Council (Doha – 2017)
Obtained a certificate of appreciation from the Director of Qatar Green Building Council for the valuable participation in Qatar sustainability week in 2017.