

Lina Azzam

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WORK EXPERIENCE

Human Resources Officer, Al-Takamul Engineering Co.

SEP 2023 - present Ramallah- Palestine

- Analyze Employees' Attendance.
 - Manage employee Compensation and Benefits.
 - Payrolls and End of service settlement.
 - Implement HR operations and HR policies.
 - Recruitment.
 - Human Resources Information Systems (HRIS) | Menaltech and Odoo.
 - Maintain and Organize Employee data.
 - Prepare employment contracts.
 - Develop plans to enhance work environment | Internal Communication.
 - Supervise training for staff and senior students.
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EDUCATION

Bachelor of Human Resources Management, Arab American University Palestine.

MARCH 2020 - MARCH 2023

GPA 3.63\4

INTERNSHIP

Human Resources Officer , UniMinds

OCT 2022 - DEC 2022 Jenin- Palestine

- Follow up employee's records
- Manage employee relations
- Microsoft Office (word, excel, PowerPoint)

Seniors Internship, Hassib Al-Sabbagh IT Center for Excellence AAUP

SEP 2021- DEC 2021

This internship included four different departments that comprised almost 20 senior students from the Business Administration, Marketing and MIS as well as the HR department. My role was to manage and lead capacity building workshops, implement performance management interviews.

TRAININGS

Menaltech HRMS System

This training includes MenaHR -Curio, MenaTA and MenaPay modules.

Odoo System

Payrolls, Loans and Advances, End of service settlements, Analyze employees' attendance.

COURSES AND CERTIFICATES

Employability and Transferable Skills, Otermans Institute

22.DEC.2023

This certificate included nine courses: Goal setting and Motivation, CV Writing, Effective Communication Skills, Self-Awareness and Wellbeing (Including social media use), Presentation Skills, Time Management and Procrastination, Leadership and Personal growth, Organising and Problem Solving, Critical Thinking.

Skills for the modern HR leader, LinkedIn Learning

19.DEC.2023

General Human Resources and Strategic Human Resources Leadership skills.

Emotional Intelligence and The Community, Edraak

16.MAY.2023

This course talked about the main Emotional Intelligence skills and how it's affected by our society. Also discussed how to enhance positive thinking, self monitoring, And the importance of building and strengthening life skills.

Essential Career Development Skills, Edraak

16.MAY.2023

This course focused on work etiquette and how to improve our performance-based results, communication management skills and the ability to adapt to reality.

VOLUNTEERING AND ACHIEVEMENTS

President/ founder of HR Community

2023

President/Founder of the HR Community, Our goal was to exchange knowledge and enhance our effective communication, personal, leadership, emotional intelligence and others skills through workshops and discussion circles.

Public Relation volunteer, AAUP

2022-2023

I had a role in receiving foreign delegations hosted by the university, organizing internal conferences and in guiding freshmen in the orientation days at the university.

IEEE Pioneers

2023

Competition Ambassador.

HultPrize

2022

1st place winning team at HultPrize On-Campus program

HultPrize Lisbon Regional Summit2022

PERSONAL SKILLS

- ❖ **Effective Communication skills**
 - ❖ **Time management**
 - ❖ **Eager to Expand Knowledge**
 - ❖ **Events Coordinating**
 - ❖ **Public Speaking**
 - ❖ **Employee Benefits Design**
 - ❖ **HR Softwares**
 - ❖ **Attention to details**
 - ❖ **Ability to work individually or within a team**
 - ❖ **Results-Oriented**
 - ❖ **Employee Engagement plans**
 - ❖ **Palestinian Labor and Employment Law**
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LANGUAGES

- ❖ **Arabic-native**
 - ❖ **English-proficient**
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