

Manar Khalil Al -Maaytah

Birth date: 27 | 07 | 1980

Nationality: Jordanian

Gender: Female

Marital Status: Married

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OBJECTIVES

Experienced HR Coordinator seeking an HR role that allows for continued education and advancement. Eager to work at an organization with consistently high employee satisfaction ratings. Hoping to apply skills to continually advance policies and improve communication between employees and

Human Resources

WORK EXPERIENCE

Mideast Aviation Academy, Amman, Jordan

27/8/2017 – Until Now

Human Resources Coordinator

RESPONSIBILITIES

- Oversaw the recruiting, hiring, and onboarding process by performing background checks, conducting interviews, issuing employment contracts, and facilitating orientations.
- Implemented strategic HR programs promoting health and wellness initiatives, which remarkably enhanced employee engagement.
- Assisted the HR Manager in accomplishing various human resource – related activities, Coaching, counseling, benefit explanation, and performance management.
- Helped to improve employee satisfaction by 25% in previous role at Company .
- Implement positive change for employees and management.
- Strategies to create and implement internal company culture to improve positive .



Economic and Social Association of Retired Military and Veterans

1/1/2011 – 30/06/2017

HR Assistant

- Secretary of the Tender Committee.
- Data entry in the financial department.
- I worked as an accountant in the Cooperative Societies of the retired military establishment
- Director of the Office General Manager in Financial Department



Al - Zain Water and Juice Factory

1/9/2010 – 31/12/2010

Accounting.

EDUCATION

Al-Zaytoonah university , Jordan, Amman

Degree / B.A. finance & Banking

Sept 2002 – 2006

COURSES AND TRAINING SESSIONS

Course Name	Date
Three English courses at Amid east.	Jul. 2006 – May 2007
Training in Social Security Corporation in accounting department.	Mar. 2001 – Apr. 2001
Training Department of financial control at Talal Abu-Ghazaleh & Co. International.	Nov.2008 --Dec.2008
Safety Management System Course (SMS) at Mideast aviation academy.	5 th to 9 th of August 2018:
ISO 9001:2015 – Quality Management Systems Awareness Training Course at Mideast Aviation Academy.	24 th April 2019
ISO 9001:2015 – Quality Management Systems Internal Auditor Training Course at Mideast Aviation Academy.	25 th April 2019
Basic Business writing at Mideast Aviation Academy.	12 th to 28 th May 2019

LANGUAGES

- **Arabic:** Native
- **English:** Fluent