

Majid Ramadan

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About Me

Performance-driven and hard-working recruitment Specialist with a proven track record of success in conducting professional market research, coordinating all HR activities, and evaluating potential growth opportunities. A significant ability to remain calm in stressful situations. Offers a highly professional attitude, excellent communication skills and strong determination to achieve extraordinary results

Work experience

PRT officer - Bankers assurance (2013-15)

- ❖ Screening applications and interviewing prospects.
- ❖ Evaluating trainees' performance and providing constructive, developmental feedback.
- ❖ Interacting with Sales managers to address performance concerns.
- ❖ Coordinating the training of apprentices by working with sales and PRT managers.
- ❖ Leading and attending meetings; participating in work groups, attending professional development activities, hosting web conferences and contributing to group projects.
- ❖ Assisting the sales team members when occasion / workload demands.

Recruitment officer - BSF (2015-19)

- ❖ Develop and implement HR strategies and initiatives aligned with the overall business strategy.
- ❖ Oversee and manage a performance appraisal system that drives high performance.
- ❖ Develop and update job descriptions and job specifications.
- ❖ Perform job and task analysis to document job requirements and objectives.
- ❖ Prepare recruitment materials and post jobs to appropriate job board/newspapers/colleges etc.
- ❖ Source and recruit candidates by using databases, social media etc.
- ❖ Screen candidates resumes and job applications.
- ❖ Conduct interviews using various reliable recruiting and selection tools/methods to filter candidates within schedule.
- ❖ Maintain a smooth on-boarding process.
- ❖ Training, counseling and coaching staff.
- ❖ Resolving conflicts through positive and professional mediation.
- ❖ Conducting performance and wage reviews.
- ❖ Nurture a positive working environment.

Skills

Ethics.

Problem solving.

Time management.

Tech savvy (office, HTML5, CSS...)

Communication and leadership.

Education

- ❖ Bachelor degree in business administration with double emphasis on management and finance.

❖ *Certification in human resources management from Edraak*