



Amjad Fetian

HR Specialist & Business Development

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Contact amjad on LinkedIn

Summary

Adaptable PHR Certified HR Professional (certified since 2005) with 6 years of progressive HR experience demonstrating success as a Human Resource Business Partner supporting different business units across various industries to include Aerospace & Defense, Engineering, Quality, Financial Services, Telecommunications, Healthcare and State & Local Government. HR Generalist experience includes Strategic HR Management & HR Administration, Employee Relations, Executive / Management Consulting, HRIS / HRIM, Social, Media & Employment Branding, HR Learning & Development, Talent Acquisition & Management, Benefits and Compensation / Pay Planning.

Specialties

HR Business Partner, Employee Relations, Performance Management, Learning & Development, Executive Coaching, Talent Sourcing, Talent Acquisition, Talent Management, Social, Media & Employment Branding, Organizational HR planning, Organizational Readiness, Business Process Improvement, Management Consulting, Succession Planning, HR Information Systems & Management, HR Data & HR Metrics Reporting, Corrective Action, Dispute Resolution, SOx, FMLA, ADA, Benefits and Compensation.

I prefer working inside/outside of Jordan for huge opportunities offered promoted professional growth and success and due to huge learning opportunity to improve myself, skills and experiences.

I would welcome the opportunity to further discuss my skills and this position. If you have questions or would like to schedule an interview, please contact me by phone at 00962 797006374 or by e-mail at amjadfetian1978@yahoo.com. I have enclosed my resume for your review. I like to put in your consideration that I can join to the job after your approval within 30 days. Am looking forward to hear from you nor acceptable or rejected with many thanks for your time and consideration.

Experience

Recruitment Specialist at AL FOUZAN Trading and General Construction CO

February 2009 - January 2010

(1 year)

Job Description

- Follow-up and continuous coordination with the Director General and stakeholders (internally, externally) on the business development opportunities, and collaborate with project management, financial and marketing regarding the completion of these studies and opportunities
- Manage the process of alliance with any third-party
- Management of study development opportunities (internally and externally) and work on schedule and make sure to finish applied (after adoption)



- Collect All about real estate market and what it has economic impact of information and statistics

- Update SWOT analysis and PEST analysis on an annual basis
 - Manage internal development projects in the company, such as ISO, ERD
 - The work of comparative studies with other companies competition (Benchmarking) and make recommendations that will raise the level of performance of the company
 - Search for building technology and materials of new building
 - Coordination with the Departments of projects and marketing regarding the performance of the work in the development of projects coming through the analysis of current projects
 - What of the tasks assigned by the Director in accordance with the direct nature of the post
- Reports:
- Follow-up business development opportunities per month
 - A monthly report on management objectives and additional tasks

HR & Administrative and Financial at Ministry of Culture ,Jordan

November 1997 - January 2009

(11 years 3 months)

Tasks and duties:

1. Coordination with other departments and divisions to determine the group training needs and identify employees who were selected for training.
2. Implementation of the plan of training and human resources development and accordance with the budget estimates for the training set.
3. Implementation and supervision of the recruitment process in coordination with the departments and sections of the company to determine the actual requirement, and to report periodically on the movement of wheel work and job vacancies.
4. Preparation and implementation of the organizational structure of the group and developed according to need work.
5. Preparation, implementation and follow-up and development of performance reports for a period of testing, and annual performance reports for each staff group by departments and divisions.
6. Contact centers of the various training internally and externally to find out offers training and selection of appropriate programs in coordination with other departments and divisions, and the extent of the possibility of designing specialized training programs the group as needed.
7. The implementation and development plans motivate employees physical and moral integrity.
8. Any other functions similar to be eaten from a major or direct from Mr. / Director of Administration within the jurisdiction of the job.

Responsibilities: Responsibility

1. Measurement of the training process
2. Analysis and job descriptions.

Powers: Access

1. Any powers conferred by Mr. / Director of Personnel and Mr. / Director of Human Resources

Skills & Expertise

- Commercial Negotiation skills course
- Trickery sailor in commercial international
- Conceptual marketing in management



reassurance

Management of change and development

Education

American International University, Jordan

Deploma, Human Resources Management, 2007 - 2008

Philadelphia University of Science ,Jordan

Bachelor's degree, Business Administration, 2001 - 2005

Interests

Strategic Planning, Project Management, Sales & Marketing, Business Development, Operations Management.

Construction Management, Purchasing, Market Research & Competitor Analysis, Tender Management.

Contractual Negotiations, Contract Administration, Stakeholders Management, Financial Management.

Customer Service, Target Setting & Achievement, Resource Utilization, Staff Management.

Leadership, Team Building, Motivational Skills, Interpersonal & Communication Skills.

Analytical Skills, Ability to Work under Pressure, Decision Making & Problem Solving Skills.

IT Related Skills (MS Office & Internet Usage)

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