



**Majida Bajjali Ma'ay'aa**

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Amman - Al Quesmeh Prince Nayef Street , {Amman-Jordan}

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**Personal Information :**

Marital status	Married .
Nationality	Jordanian.
Date of birth	March .23.1970.
Place of birth	Amman .

**Objective:**

I like to develop my skills and experience in, foundation generous where I found myself resolved to you to bear responsibility authorized to me and to standing up my work on to complete countenance. And to secure long term career and to become associated with a firm in which I may make a significant contribution and development.

**Professional Experience**

Nassim Dada and Partners Co. ( SONA , Beko , Elba )

From 12/3/2005 up to now .

\* Human Resources Manager

**Responsibilities:**

- Arrange interviews for job applicant & assemble any papers required.
- Coordinate with the HOD's manager for the interview.
- Correspond the social security about hire/resigning of an employee.
- Orient the new employee.
- Prepare the experience certificate & quittance for the resigned employee.
- Issue warning/circulars based on the manager orders.
- Evaluate the employees yearly in coordinate with the division heads & make suggestion scheme regarding raise/promotions.
- Set a yearly training plan in coordinate with the division heads.



- Follow up the training activities & keep personal records.
- Make employees payroll chart in cooperation with accountant department.
- Prepare employee ending service papers.
- Typing, filing.
- Arranges for appointments.
- All Employees corresponds.
- Computerized employees information.
- Arrange the staff address
- Prepare insurance claims and send to Insurance Company

•Develop and lead the implementation and periodic review of HR policies and procedures for the

company .

- Prepare and maintain the HR policy manual .
  - Prepare and maintain the Employee Handbook on policies and procedures and company organization charts .
  - Develop procedures and control systems for the timely and uniform implementation of policies .
  - Facilitate the development and lead the implementation of HR systems related to performance and development .
  - Monitor performance evaluation program and revise as necessary .
  - Lead planning for people including numbers and expenses .
  - Lead the process of company integration and development .
  - Ensure the effective maintenance of personnel data and records .
  - Ensure compliance with relevant legislation for all employment related matters .
  - Manage an effective interface with Knowledge
- Implement and annually update compensation program; rewrite position descriptions as necessary; conduct annual salary survey; analyze compensation .
- Ensure accuracy and timeliness of payroll .
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- Design, implement and update an employee orientation and induction program .
- Manage employee discipline and related administration .
- Address employee queries and grievances in employment related matters .
- Prepare and submit human resources and administration reports and attend meetings as directed by high management .
- Manage the performance of individual members of the function.

Update knowledge and skills on an ongoing basis

Balanced Scorecard

- Change Management
  - Managerial & Supervisory Skills
  
  - Team Building
  - Stress Management
  - Self Management
  - Talent Management
  - Competency Modeling
  - Career Path Planning
  - Succession Planning (Building leadership capacity)
  - Developing Organizational Structures
  - Understanding personality types to manage people efficiently
  - Presentation Skills
  - Change Management
  - Managerial & Supervisory Skills
  - Team Building
  - Stress Management
  - Self Management
  - Talent Management
  - Competency Modeling
  - Career Path Planning
  - Succession Planning (Building leadership capacity)
  - Developing Organizational Structures
  - Understanding personality types to manage people efficiently
  - Presentation Skills
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- Established the HR Department, HR Structure, and build the HR Team Main Office).
  - Developed the HR Business Plan.
  - Unified HR Operations (HR Policies & Procedures, HR Forms, Medical Insurance Policy Employee Handbook, Recruitment Processes, Welcome Kit and Orientation Program).
  - Proposed an Operating- and Value Creation Model at Optimiza.
  - Developed a Competency Modeling Framework & Dictionary. .
  - Developed a Recruitment Plan till the End of 2007.
  
  - Implemented HRMS Oracle Application & provided HR Solutions.
  - Lead Change Management Project at the whole Group.
  - Developed a Comprehensive Leadership & Succession Planning Program (Nomination, Selection, Training and Evaluation).
  - Optimized HR Processes for the Group & it's affiliated companies.
  - Developed & Implemented:
    - o HR functional strategy & Business Plan.
    - o Organizational Structure.
    - o Communication Channels.
    - o Occupational Analysis & Career Development Plan.
    - o Managerial Incentive Plan.
    - o HR Policies & Procedures Manual (Payroll, Recruitment & Career Management).
    - o Authorities & Responsibilities Matrix
  
  - Managed the Training Needs Assessment Project for 170 employees at the Company (Organizational, Occupational & Individual Needs).
  - Structured a Performance Appraisal System based on the Reporting System of Balanced Scorecard Methodology, Occupational Competencies & Evaluation factors
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**\* Princes Noura Al Saoud – Lulus School**

Saudi – Arabia

English Teacher + Computer Teacher 3/2003 to 1/2005

**\* Ole Jordan ( Shaheen Group ) 2000-2003**

Legal Dept. HR Coordinator.

Arab Int'l Food and Oil Processing

- Excellent typing in English / Arabic and filling
- Prepare and arrange tenders & offers.
- Handling and transfer calls
- Receive and send E-mails & faxes.
- Good experience in planning and organizing the appointments.
- Make planning and schedules for employees
- Good knowledge in the computer skills.
- Ability to be as nexus between the staff and the clients.
- Arrangement of Appointment
- Handling the Department Correspondence .
- Responsible about all official letters for the company
- Employees annual vacation – supervision
- Typing and follow up the Correspondence
- Translation from Arabic to English and Vice-versa

**\* UNIMARK ( United Marketing & Development)**

- Personnel and Training Manager from 1/3/95-30/1/97

- personnel Secretary from 1/2/97 – 30/4/2000

**\* Arab Orient Tourist Investment from 12/1993 – 95**

GM Executive Secretary and Translator

**\* NEC Electric Communication 92-93**

English Teacher – Om Al Arab School

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## Education

### **Different Reputable Training Companies & In-house Training**

More than 25 Training Courses in Finance & Investment -  
Computer Literacy Human Resources

### **- University Of Jordan , {Amman- Jordan }**

**B.A Degree In (English Literature).**

**Graduate date: 1992**

## **Skills**

- Ability to judge when a decision is necessary to be taken within a complex environment
- Ability to inspire confidence, create trust, develop & maintain productive working relationship
- Ability to present information verbally and in writing in a group & to an audience.
- Ability to use diagnostic conceptual thinking & frameworks
- Ability to review the deployment of resources within a changing environment & ensure optimum utilization

## **Languages**

Language	Skill Level
English	Expert
Arabic	Expert

## **Courses :**

### **- Arabian Scientific information (Shua'a) , {Amman}**

Strengths – Based Human Development .

Within: 08 Hours

### **- Bright Minds For Human Resources Development , {Amman}**



TOT Train Of Trainer .  
Within: 60 Hours

**- International Dialog for Human Resources Development , {Amman}**

Human Resources Management skills Development .  
Within: 48 Hours

**- Everest Computer and Management Center, {Amman}**

Human Resources Management .  
Within: 24 Hours

**- University of Jordan**

- Consultation , Technical Service & Studies Center, {Amman}  
Windows including (M-Word, M-Excel, M-Power Point, M-Access, outlook, internet).  
Within: 6months.

**- University of Jordan**

- Consultation , Technical Service & Studies Center, {Amman}  
Commercial Correspondence  
Within: 3months.

**- University of Jordan**

- Consultation , Technical Service & Studies Center, {Amman}  
Executive Secretarial  
Within: 3months.

**- Fire Fighting**

Forte Grand Hotel and Civil Defense , {Amman}  
Within: 7 Days

**- Total Quality Management**

Jordan Inter Cont. Center  
Within: 30 Hours

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### **Additional qualifications**

- Languages Spoken & Written:  
Arabic, mother tongue  
English, Excellent command
- Jordanian Driving License.

### **References**

References are available upon request.

### **Availability & Job Requested**

I am able to work full time .  
Valid Driving License .

*Majida Kamal Bajjali*

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