



## **AMR AL-RAWAJFIH**

### **Human Resources Recruiter**

Email: Amralrawajfih@gmail.com

Mobile number: +971505800296

Nationality: Jordanian

DOB: 23 June 1999

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#### **SUMMARY**

Recent International Accounting graduate from Al Zaytoonah University, Jordan. With expertise in HR with one year of hands-on experience in recruitment, employee relations, and performance management.

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#### **EDUCATION**

**Al Zaytoonah University**, Amman, Jordan

Bachelor Degree in International Accounting, January/2023 – July 2024

**Luminus Technical College**, Amman, Jordan

Diploma in British International Accounting, September/2019 – June 2022

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#### **WORK EXPERIENCE**

Saudi German Hospital Dubai-United Arab Emirates.

Employed as an Outpatient coordinator since January-2025.

Multi Electron Mechanical Trading Co. MEMCO Human Resources Recruiter – September 2023 – July 2024

- **Finding the Right Talent:** responsible for sourcing, screening, and recruiting qualified candidates
- **Assessing Candidates:** Conduct thorough interviews and assessments to evaluate candidate qualifications, skills, and experience.
- **Managing the Hiring Process:** oversee the entire hiring process, from scheduling interviews to conducting reference checks and negotiating employment terms.

- Collaboration with hiring managers is essential to efficiently meet staffing needs.
  - Facilitating On boarding: Ensure a smooth on boarding process for new hires by coordinating orientation sessions, assisting with paperwork, and supporting their integration into their roles and teams.
  - Market Research: Stay updated on industry trends, market dynamics, and competitor activities.
  - Reporting and Analysis: Generate reports and analyze recruitment metrics to track performance.
  - indicators. Using data-driven insights, you can assess the effectiveness of recruitment strategies
  - HR Administration - Ensure that all HR & Finance documents and processes are always adhered
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## **LANGUAGES**

Arabic – speaking and writing (native).

English – speaking and writing (Excellent).

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## **AREAS OF EXPERTISE**

- ✓ Recruitment & Talent Acquisition
- ✓ HR Analytics
- ✓ Onboarding & Orientation
- ✓ Employee Relations