

-NOOR GHANEM-

Human Resources Assistant

Lattakia – Syria | 963934012998 | ghanemnoor99@gmail.com | www.linkedin.com/in/noor-ghanem/

Highly motivated and results-oriented HR professional with 4 months' experience in recruitment and employee relations. Skilled in the full recruitment cycle, training & development, and fostering positive work environments. Proven ability to manage remote teams and maintain accurate records. Quick learner with an excellent work ethic and the ability to quickly adapt to new environments and complete tasks on time in both individual and team settings. Eager to learn from experienced professionals and contribute to the organization's growth and success.

SKILLS

Recruitment and Selection
HR Operations
Employee Relations
Remote Team management
Microsoft Office Suite
Translation
Training & Development

Leadership
Communication Skills (Verbal and Written)
Team work
Adaptability
Problem Solving
Organization & Time Management
Analytical Skills

PROFESSIONAL EXPERIENCE

GAO Tek Inc. • Human Resources Assistant

New York – Remote.

3/2024 - Present

- Assisting with recruitment and interview processes to develop pipeline of candidates for employment.
- Boosting employee morale by fostering positive working environment through effective leadership and teamwork.
- Supporting day-to-day operations of HR functions and duties.
- Maintaining and updating employee records to support accuracy and compliance.
- Conducting training seminars for employees about company policies, procedures and best practices for positions.

GAO Tek Inc. • Human Resources Recruiter

New York – Remote.

1/2024 - 3/2024

- Assisting HR team in carrying out the full-cycle recruitment process.
 - Screen resumes, manage email correspondence with candidates, and enter data into the Applicants Tracking System.
 - Interview qualified candidates, induct and onboard new hires.
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- Build and maintain strong relationships with candidates throughout the hiring process.
 - Perform additional duties such as organizing and attending virtual conferences/events.

Private tutor

2018 – 2020

Self-Employed

- Coached students on academic concepts and explained terminology in easy-to-understand language.
- Developed and created study materials and quizzes.
- Conducted assessment tests to evaluate student knowledge and identify areas of weakness.
- Created and maintained warm and welcoming tutoring environment, conducive to learning.

VOLUNTEER EXPERIENCE

SAIYAR • Monitoring and Evaluation Officer

1/2024 – Present

- Develop and implement a monitoring and evaluation plan to track children's progress and program effectiveness.
- Collect and analyze data from various sources (attendance, surveys, etc.).
- Prepare reports to assess the impact of SAIYAR's programs and identify areas for improvement.
- Collaborate with program officers to ensure data collection and analysis are aligned with program goals.

Coursera • Translator

5/2023 – 12/2023

- Provided quality written translation from English to Arabic.
- Translated content using generalized target language to optimize understanding.
- Investigated and researched terminology of source and target languages to foster understanding and build accurate translation.
- Referred to dictionaries, lexicons, encyclopaedias, and computerized terminology banks for translation accuracy.

EDUCATION

MASTERS OF BUSINESS ADMINISTRATION AND MANAGEMENT.

Tishreen University – Faculty of Economics.

2022 – 2024

BACHELOR OF BUSINESS ADMINISTRATION AND MANAGEMENT.

Tishreen University – Faculty of Economics.

2017 – 2021

LANGUAGES

- Arabic: Native speaker.
 - English: Proficient (CEFR C2).
 - Spanish: Elementary (CEFR A2).
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