

# Natalie Asfour

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## OBJECTIVE

I'm an enthusiastic business worker looking forward to a challenging career opportunity in a professional organization that offers expansion of experience and competencies.

I have the adequate caliber to add value in every position within my field as well as the keen willingness to acquire new skills and knowledge.

## PERSONAL INFORMATION

- Date of birth: 21 January 1990
- Gender: Female
- Address: Amman - Jordan

## EXPERIENCE

### **Abu Khader Group – Jordan**

- April 2018 – June 2020  
**Talent Management Supervisor**
  - Develop partnership to actively build database/pipeline of candidates.
  - Acquire and implement new Applicant Tracking System (ATS) for all AK companies, to increase the efficiency of the recruitment process.
  - Work on performance evaluation.
  - Participate in working on policies amendments – recruitment policy.
  - Design and implement competency selection assessments across the group and automation of all assessments.
  - Build and develop the annual training plan (internally & externally) based on AK requirements and the individual's needs.
  - Keep monthly monitoring (Actual vs. Budget), in addition to assessing the return on investment of any training or development program.
  - Keep a record of L&D budget and ensure that claims are sent to Training providers within standard time.
  - Run the monthly payroll; collecting, calculating and in order to maintain and update payroll information.
- April 2016 – March 2018  
**Sr. Recruitment Specialist**
  - Work on employee retention programs to maintain satisfaction of employees and reduce turnover.
  - Restructure the new hires' orientation and onboarding process to ensure acquiring the needed knowledge and skills.
  - Work on the internship strategy for 2017 through forming educational partnership with colleges and universities, in addition to vocational training centers.

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- Submit monthly recruitment reports, which monitor the recruitment process progression throughout the year.
  
- September 2013 – March 2016  
**Recruitment Specialist**
  - Work with HR team members to establish and execute policies and procedures.
  - Automate HR recruitment process to ensure more effective utilization of HR system.
  - Manage Walk-in, scheduled and telephonic interviews then update the database with high potential CVs accordingly.
  - Reduce average recruitment time in 2015 for 80% for all critical positions.

## EDUCATION

- 2008 – July 2013  
**University of Jordan** **Amman – Jordan**  
B.Sc./Industrial – Faculty of Engineering
  
- 2007 – 2008  
**Franciscan Sisters' School** **Amman – Jordan**  
Tawjihi/Scientific stream

## ADDITIONAL EXPERIENCE AND TRAININGS

- **Internship at Hikma Pharmaceuticals – 2013** **Amman – Jordan**
- **Private teacher - 2012 – 2013** **Amman – Jordan**  
Subjects: Math, Physics and Chemistry
- **Sky High Events (part time) - 2009 – 2011** **Amman – Jordan**

## ADDITIONAL COURSES

- 2018 - **SHRM – Morgan International Jordan** **Amman – Jordan**
- 2014 - **Interviewing Skills Course – Sanaya Academy** **Amman – Jordan**
- 2012 - **Lean Six Sigma Course** **Amman – Jordan**
- 2011 - **Total Quality Management Course** **Amman – Jordan**

## KEY SKILLS AND LANGUAGES

- Very good knowledge in MS Office Package (Word, Excel and PowerPoint).
- Arabic (native), English (fluent in writing and speaking) and French (Level 1-2 DELF Certificate).

**References available upon request.**