Fateme Alizade

Ref : C1655-767 Years of experience: 4 years Lecturer Alzahra university

Age: 28 years old

Marital status: Single

Current Location:

Iran, Tehran

Salary expectation: Negotiable

Mobile:

+98 -09195548099

Email: alizadeh.fa75@gmail.com

WORK EXPERIENCE

PRESENT O Group Human Resources Supervisor . 1 yrs 3 mos
Goldiran . Iran. Tehran . Tehran
NOV 2023
Develop and maintain comp&ben programs, including salary structures, bonus plans, and benefits packages.
Take part in different salary surveys to ensure compensation and benefits programs are competitive and aligned with industry standards.
Develop and maintain reports, dashboards, and other analytical tools to track compensation and benefits program performance.
Ability to work with different human resource systems like Rahkaran, ATS, Kasra and etc.
Creation of talent profiles of forces and the responsibility of holding the entire cycle of performance management with the participation of managers and VPs and holding talent review sessions and feedback sessions for different teams
Manage the recruitment process from job posting to onboarding, ensuring timely and cost-effective execution
Collaborate with hiring managers to understand their recruitment needs and develop effective recruitment plans
Conduct interviews and assessments to evaluate candidate fit and recommend candidates for hire.
Develop and implement a comprehensive employer branding strategy and implementing internal employer branding programs and participating in holding events
NOV 2023 Q
المعادية HR Generalist . 1 yrs 5 mos System Group (Hamkaran System) . Iran. Tehran . Tehran
MAY 2022
• Using different social and nonsocial resources, Job Fairs, and collaboration with top- ranking universities to gather and collect appropriate CVs and submit them to relevant managers.
 collaborating in the execution of all employer brand projects including external and internal job fairs/social media activities for enhancing brand image.
 responsible for assisting new employees as they join the company, and help them learn policies, explain duties, plan to join dates, and complete the necessary paperwork after getting relevant signatures.
• Designing and developing of training courses.
Managing and resolving complex employee relations issues.
PRESENT
Lecturer
Alzahra university . Iran. Tehran . Tehran
PRESENT O
Mehralborz and Alzahra University . Iran. Tehran . Tehran
FEB 2021

< IranTalent



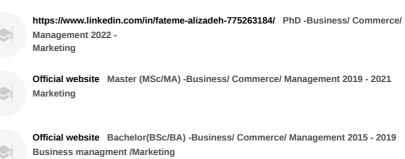
Preparing needed HR insights reports.

Analyzing training needs based on employee performance evaluation.

Designing and developing of training courses.

Developing an educational culture maintaining communication with employees and responding to their needs.

SEDUCATION



✓ TECHNOLOGY SKILLS

CAE	Expert
PHRI	Intermediate
IELTS	Expert
ттс	Advanced
Digital Marketing	Intermediate
Ms Office	Intermediate
MS PowerPoint	Intermediate
google sheet	Intermediate
Office Outlook	Advanced
excell	Advanced
Powe BI	Intermediate

O LANGUAGE SKILLS

Persian (Farsi) Native English Professional

CERTIFICATE

Employer Branding . 2024 Badbaan .

Evaluator training course . 2024 Industrial Management Institute .

Labor law - 1403 . 2024 PACT .

performance management . 2024 Zima .

PHRI . 2024 Zima .

Compensation and Benefit . 2024 Zima .

Digital Marketing . 2021 Tehran technical complex .

Google sheets . 2021 Sanpp food .

Power BI . 2023 Zima institute .

recruitment . 2022 Zima institute .

🗈 about me

Marketing PHD student and HR supervisor with a wealth knowledge in both fields. Skilled in employer branding, performance management, TA, employee engagement, L&D and onboarding. Committed to providing value to my team and promoting a positive and productive work environment.

Skills, high performance, ability, capability and knowledge, these are all attributes that define me. Through my natural aptitude and expertise in HRM, I am able to provide innovative solutions and exceed expectations :)