



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



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



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

FEB 2025

PRESENT



Lecturer . 4 yrs

Mehralborz and Alzahra University . Iran. Tehran . Tehran

FEB 2021

MAY 2022

APR 2021



Human Resources Expert . 1 yrs 1 mos

Snapp Food . Iran. Tehran . Tehran

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.

EDUCATION



<https://www.linkedin.com/in/fateme-alizadeh-775263184/> PhD -Business/ Commerce/ Management 2022 - Marketing



Official website Master (MSc/MA) -Business/ Commerce/ Management 2019 - 2021 Marketing



Official website Bachelor(BSc/BA) -Business/ Commerce/ Management 2015 - 2019 Business management /Marketing

TECHNOLOGY SKILLS

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

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 :)
