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PERSONAL INFORMATION

Hanan Mohammad Ali momani

Date of birth: 23 of Aug 1980

Place of birth: Jordan- Almafraq

Mobile : (+962) 792860025

• (Career path) : Human resources And human resources development

Employment History:

- **Ministry of health –medical sector -pediatric and gyna Hospital / Mafraq City Health Directorate**
- 2005-2009 employee in Public relations department
- 2009-2013 head chair of public relation department
- 2009-2011 administrative manager
- 2013-2019 head chair of human resources department
- 2018-2019 Head of the Human Resources Development Unit
- 2019 Head of the Department of Administrative and Financial Affairs
- 2019-until now lecturer in business administration department – al albayt university
- 2021- until now assistant Director of Information and Strategic Planning Department

Career responsibilities:

- Participate in the development of human resources strategies depending on reliability standards
- Implement and review job requirements and job descriptions and Maintains the human resources structure.
- Maintain accurate records of employee leaves including sick days, excused and unexcused absences.
- Support the HR department to achieve successful at implementthe health strategy of ministry of health
- Follow compensation policy, including base salary, benefits, bonuses and adjustments.
- Auditing and assessing learning and development needs
- Developing training plans
- Implementing training plans
- Ensure communication and information flow between departments
- Organize orientation programs for employee in hospital And Resolve the work related problems.
- Handle issues related to health insurance and Takedown, retirement and resignation issues.
- Organize annual and quarterly performance reports for employee
- Implement site rules and discipline, and handling employee questions and complaints individually or collectively.
- Recording and updating databases
- Supporting the reception desk

Other duets:

- Member of **AACSB** committee 2022
- Member of the job description committee 2022
- Member of the organizational structure committee 2022
- Member of the performance appraisal committee for faculty members and administrative staff 2022
- Credibility committee member 2014 until 2019
- Quality assurance committee member 2014 until 2019
- Leadership committee member 2014 until 2019
- Member of the committee suggestions
- A member of the Policies Committee in hospital

KEY SKILLS AND COMPETENCIES

- **Personal skills:**
- Ability of dealing over 250 employee.
- Excellent telephone manner and high standard of communication skills
- Able to deal with highly confidential matters professionally.
- Attention to details
- Can work with out Supervision
- Ability to cope and work under pressure
- Able to work as apart of team
- Ability to priorities tasks
- Scheduling and preparing agenda for manager.
- Computer skill
- Excellent working knowledge of all Microsoft, Excel, Access
- Faxing ,filing ,printing and archiving

Languages

- Fluency in both English and Arabic (Arabic as a mother-tongue)
- **Training Courses**
- Workshop in Human Resources Management from the Council of Health Accreditation-Amman
- skills of Communication in the English language from Yarmouk University
- conversation in English language from Yarmouk University
- hospital front office procedures from college of hospitality and tourism.
- Course in Total quality management in the health sector
- Course in communication skills in hospital sector
- **ACADEMIC QUALIFICATIONS:**
- * TOEFL: Certified
- *BSc Business Administration **Excellent rating (84%) – Al albayt university**
- * MBA Master's in Business Administration (MBA)- Very good (81%) estimate- **Yarmouk University** -Faculty of Economics and Administrative Sciences- Department of Business Administration