

AMER AHMAD AYYAD

Amman, Jordan

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Nationality: Jordanian | Date of Birth: November 6, 1991 | Marital Status: Single

Professional Summary

To share my knowledge and expertise with a company that strives for development and prosperity in the job market, and to contribute to setting the goals that will lead the company and its employees to the forefront among competitors.

Education

Tafila Technical University

Bachelor's Degree in Business Economics

Professional Experience

Human Resources Officer – Hammoudeh Food Industries Co.

August 2020 – July 2025

- Developed and implemented HR strategies aligned with company objectives.
- Created and maintained job descriptions and organizational charts for all departments.
- Managed end-to-end recruitment processes, including interviews and onboarding.
- Processed payroll, allowances, bonuses, and salary adjustments with high accuracy.
- Administered employee benefits programs, including health insurance and social security.
- Handled employee relations and provided support in resolving workplace issues.
- Maintained accurate and up-to-date employee records (both physical and digital).
- Facilitated communication and coordination between management and employees.
- Conducted performance appraisals and supported KPI development and tracking.
- Led training initiatives based on organizational and employee development needs.
- Ensured compliance with Jordanian labor laws and internal HR policies.

Human Resources Officer – AL WATANIEH Oil and Gas Co.

March 2014 – August 2020

- Coordinated recruitment, hiring, and onboarding across multiple departments.
- Assisted in the development of HR policies and internal procedures.
- Managed payroll, compensation, and incentive systems.
- Supervised employee documentation, attendance, and leave records.

- Oversaw disciplinary actions and ensured fair and consistent application.
- Organized social and recreational activities to enhance employee engagement.
- Liaised with government institutions regarding labor and social security matters.
- Provided regular HR reports to senior management for decision-making.

Technical and Interpersonal Skills

- Strong leadership and communication skills.
- High level of accuracy and attention to detail.
- Effective time management and multitasking ability.
- Professional handling of confidential information.
- Proficient in Microsoft Office (Excel, Word, PowerPoint) and HR systems.
- Fluent in Arabic and proficient in English.

Training and Certifications

- HR Diploma – Talal Abu-Ghazaleh Organization.
- Organizational structures.
- Analysis and job description.
- Training and Development.
- Effective Presentation and Interview Skills.
- Leadership and Team Building Skills.
- Public Relations.
- Self-Leadership and Development.