

مهرناز صالحی

HR Manager



درباره من

بنده دانشجوی دوره دکتری در آمریکا هستم. همچنین حدود 12 سال سابقه در حوزه مدیریت منابع انسانی و اداری در شرکت های معتبری مانند: Digikala, Daikin, Unilever, در کشورهای از جمله امارات متحده عربی، کانادا و آمریکا دارم.

در حال حاضر ساکن آمریکا هستم و علاقه مند به مشاغل دور کاری با شرکت ها هستم.

شماره تماس در WhatsApp:

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(+98) 9121006013

لطفا با شماره واتس اپ من (شماره فوق) در ارتباط باشید.

آدرس ایمیل:

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تجربه های کاری

HR Business Partner

The Law Collective | دی ۱۴۰۳ تا حالا

- Develop and implement HR policies and procedures.
- Full-cycle recruitment, sourcing, screening, interviewing, hiring & on-boarding.
- Implements new hire orientation, ongoing training needs, and employee recognition programs.
- Manage employee relations and resolve conflicts.
- Ensure compliance with labour laws and regulations.
- Conduct performance reviews and manage appraisals.
- Foster a positive workplace culture and enhance employee engagement.
- Conducts monthly, or quarterly meetings with departments.
- Consults with line management, providing guidance on HR matters.

HR Business Partner

DelGate Logistics | اسفند ۱۴۰۱ تا خرداد ۱۴۰۲

- Design and enforce HR policies and standard operating procedures.
- (International and local hiring) Manage Talent Acquisition processes
- Facilitate onboarding programs, coordinate ongoing training.
- Handle employee relations and mediate workplace conflicts effectively.
- Ensure adherence to labour laws and regulatory compliance.
- Conduct performance evaluations and oversee the appraisal process.

HR Business Partner

AAF International (Dubai) | دی ۱۳۹۹ تا شهریور ۱۴۰۱

AAF is an American company, the HQ is located in London, offers the most comprehensive global manufacturing capabilities in the air filtration industry.

اطلاعات تماس

تماس از طریق جابینجا

اطلاعات شخصی

سال تولد: ۱۳۶۸

وضعیت تأهل: مجرد

زبان ها

انگلیسی (حرفه ای)

Job Description:

- Responsible for the Talent Acquisition process from sourcing to on-boarding
- Revise policies based on the head office guideline
- Manage staff visa processes
- Supervise performance management process
- Leading HR Transformation to support the company
- Regular meeting with all stakeholders

HR & Guest Service Manager

۱۳۹۹ مرداد تا ۱۳۹۷ خرداد | Rouge City Group Hotel

Oversee daily operations of the guest service department.

- Train and supervise guest service staff.
- Assist with recruitment and onboarding of new employees.
- Handle employee relations issues and provide support.
- Collaborate with HR department on employee matters.
- Monitor guest satisfaction and implement improvements as needed.
- Ensure compliance with hotel policies and procedures.

HR Supervisor

۱۳۹۷ خرداد تا ۱۳۹۵ بهمن | Unilever

Unilever is one of the world's most successful & largest FMCG multinationals with leading food & personal care brands such as Lux, Dove, Signal, Lipton, etc. (www.unilever.com)

Talent Sourcing:

- Develop and implement innovative sourcing strategies to attract a diverse pool of qualified candidates.
- Utilize various channels, including job boards, social media, networking events, and employee referrals to source potential candidates.

Candidate Screening and Selection:

- Review resumes and applications to identify qualified candidates.
- Conduct initial phone screenings to assess candidate fit and interest.
- Schedule and coordinate interviews with hiring managers.

Candidate Experience:

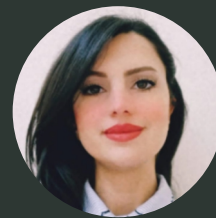
- Ensure a positive candidate experience throughout the recruitment process.
- Communicate regularly with candidates, providing timely updates and feedback.

Collaboration:

- Partner with hiring managers to understand their staffing needs and develop job descriptions.
- Provide guidance and support to hiring managers throughout the recruitment process.

Offer Management & Onboarding:

- Assist in the negotiation and extension of job offers.
- Coordinate pre-employment processes, including background checks and



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زبان‌ها

انگلیسی (حرفه‌ای)

reference checks.

- Support the onboarding process to ensure a smooth transition for new hires.

Metrics and Reporting:

- Track and analyse recruitment metrics to assess the effectiveness of recruitment processes.
- Provide regular reports to management on recruitment activities and outcomes.
- Update ATS regularly.

Senior HR Expert

دی ۱۳۹۲ تا بهمن ۱۳۹۵ | Digikala

Digikala is a leading e-commerce brand, fast growing company and one of the very pioneers of Iranian online retailer which was established in 2006 and now is the most visited online store in Middle East with large market share of digital, home appliance, beauty and health, products. (www.digikala.com)

* Training & Development:

- Plan & coordinate all training & development programs. (We follow ISO 10015)
- Full training cycle means: 1. Analysis training needs, 2. Design & plan training courses, 3. Implementing training program, 4- Evaluate training program
- Preparing training budget & calendar
- Preparing & develop training policies and procedures
- Analysing the leadership skill gaps and design leadership development program with assessment center
- Record and update training profile of personnel (Idea software)
- Define training standards and the effectiveness of training programs by Kirkpatrick Model
- Design IDP
- Holding training events in corporate setting to promote the values of the organization
- Use of modern training methods, tools such as: E-learning, Gamification

* Recruitment:

- Design & implement overall recruitment & selection process
- Developing competency model for recruitment
- Developing psychometric and behavioral tests in recruitment process (MBTI, MMP, PDA, NEO)
- Conduct exit interview sessions and make the reports

* Performance Management:

- Design, improving and monitoring performance management system
- Developing competency model for performance appraisal
- Developing performance management system in Sharepoint



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سوابق تحصیلی

مدیریت منابع انسانی (کارشناسی ارشد)
دانشگاه پونا- کشور هند | ۱۳۹۰ تا ۱۳۹۲

DBA (دکتر)

(Westcliff University (California, USA | ۱۴۰۳ (در حال تحصیل)

مهارت‌های حرفه‌ای

zoho cliq . Slack . Teams . Zoom . visio . MS Office . ATS
Google Workspace



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