



**FATEMEH  
FARAHMAND**  
HUMAN RESOURCES OFFICER

## SUMMARY

I am a graduate of industrial engineering and interested in human resources. Since 2014, I started my activity in the field of administrative affairs and then entered the field of human resource. Currently, I am doing a part of the administrative affairs, including insurance, performance, and personnel recruitment orders, and in the field of human resources, I am completely doing the recruiting and hiring process. It should be mentioned that I am developing and upgrading in the field of job analysis and design, performance monitoring and evaluation, and reward management.

## EXPERIENCE

### ADMINISTRATIVE AND RECRUITMENT OFFICER

#### DIRGODAZ

Tehran, Iran Oct 2014 – Aug 2022

### HUMAN RESOURCES OFFICER

#### PNS

Tehran, Iran Sep 2022 – PRESENT

#### Accomplishments:

- Preparation of social security insurance list
- Preparation of the monthly work list of personnel (More than 1000 people)
- Carrying out recruitment and hiring process
- Preparation and adjustment of personnel recruitment orders
- Talent acquisition/Headhunter
- Working with Rahkaran Software

## EDUCATION



### BACHELOR'S DEGREE IN INDUSTRIAL ENGINEERING

Karaj Islamic Azad university — 2011-2014

## PERSONAL DETAILS

Address Iran\_Tehran

M 0098 9361273302

Farahmandfatemeh@gmail.com

## PROFESSIONAL SKILLS

Microsoft office:

application tracking system(ATS):

Labor laws and social security:

Administrative Affairs:

## LANGUAGES

Persian

English