



Rola Arar Felix

0565599442 | E: rolaarar1977@gmail.com

Abu Dhabi, UAE

PROFESSIONAL SUMMARY

Astute Administrative professional with 15 years' relevant experience as administrative assistant and Hr. Adept in Universities , international and government's organizations .

WORK HISTORY

HR SPECIALIST

11/2019 – 12/2020

Integrity and Anti Corruption commission | Amman, Jordan

- Working with integrity and Anti-corruption commission as an HR specialist.

ADMINISTRATIVE ASSISTANT

01/2017 – 01/2018

Al Ain University | Abu Dhabi, UAE

ADMINISTRATIVE ASSISTANT

12/2010 – 06/2016

United Arab Emirates University | Abu Dhabi, UAE

- Recruitment and Admission) in MBA Program Admission- UAE/Abu Dhabi
- My duties as below:
- Performs a variety of administrative support activities such as composing replies to correspondence on own initiative, interpreting and explaining established policy and procedure in response to inquiries from a variety of sources.
- Organized all events related to the college (open day, welcome event, graduation, etc.).
- Marketing the program via phone calls or visiting the organizations.
- Handle the financial issues by receiving the payment and enter it to the banner system.
- Assigns work to office staff and monitors its production.
- Prepares or directs preparation of minutes, notices, manuals, agendas, decrees and correspondence with all supporting documentation, requiring application of a specialized knowledge of the assigned function.
- Researches, summarizes and analyses information; compiles data to prepare special and recurring reports containing specialized information; selects relevant information from a variety of sources.
- Develops presentations for meetings.

HR ASSISTANT

01/2010 – 08/2010

Higher colleges of technology | Abu Dhabi, UAE

- Working in Higher Colleges of Technology as Administrative Assistant/HR department-UAE/Abu Dhabi.
- My duties as below :
- Provides job candidates by screening, interviewing, and testing

applicants; notifying existing staff of internal opportunities; maintaining personnel records; obtaining temporary staff from agencies.

- Pays employees by calculating pay; distributing checks; maintaining records.
- Administers student loan, medical insurance, savings bond, and disability programs by advising employees of eligibility; providing application information; helping with form completion; verifying submission; notifying employees of approvals.

CAMP SERVICE OFFICER

01/2007 – 01/2010

United Nation /UNRWA | Amman , Jordan

- Suf Camp-Jerash), Irbid Area.
- Administrative works.
- Refugees registration.
- Daily visiting UN departments like schools ,clinic,etc).
- Organized for national and international events inside the camp.
- Make plans for development.

ADMINISTRATIVE ASSISTANT

01/2001 – 01/2005

Qurtuba College | Amman , Jordan

- Human Recourses) - Qurtuba College.
- My duties as belo.
- Provides job candidates by screening, interviewing, and testing applicants; notifying existing staff of internal opportunities; maintaining personnel records; obtaining temporary staff from agencies.
- Pays employees by calculating pay; distributing checks; maintaining records.
- Maintains human resources records by recording new hires, transfers, terminations, changes in job classifications, merit increases; tracking vacation, sick, and personal time.

SKILLS

- Strength reporting
- Labour agreements
- Payroll management
- Performance evaluation
- Report writing
- Candidate sourcing
- Employee relations
- Pre-employment screening
- Benefits and compensation
- Benefits administrator
- Training and development
- File and records management
- Recruitment

EDUCATION

Master degree | administration 2020

TEFL Certificate 2018

Teaching English to children and beginner learners -short course)2016

Training of trainees -unrwa 2009

