

Razan Kamal Youssef

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[LinkedIn profile](#)



Targeted Position

Human resource, Compliance Officer, Administration

Career Objective

Seeking a position in which I can utilize and further develop my knowledge in all aspects of business. Long-term career advancement and job satisfaction are a high personal priority.

Professional Experience

Shawi Group

Position

April 2023– Present

HR Specialist

- Manage the preparation of all staff payroll and timely disbursement of salaries.
- Draft employment certificates, contracts, and contract addendums.
- Conduct HR induction for newly hired employees.
- Prepare monthly HR reports as required by the HR Manager.
- Keep all employee files and data systematically and update the information as necessary.
- Ensures administration part of the Human Resources Department is carried out in a timely and efficient way.
- Post job vacancies.
- Prepares drafts, memos and employee forms to be signed by the Director of Human Resources.

Al-Haram for money Transfer Company

Position

April 2016– Mar 2023

HR supervisor/ Compliance
Officer AML

HR supervisor

- Recruitment and Selection.
- Training and Development.
- Performance Management.
- Employee Relations.
- Compensation and Benefits.
- Management HR Data and Time on a program AUTO ID and ERB.
- HR Strategy and Planning.
- Managing the social and health insurance file.

Compliance Officer AML

- Monitoring transfers between branches.
- Auditing the work of the branches and ensuring their compliance with the laws issued by the Central Bank of Syria.
- Preparing monthly and annual reports and sending them to the Central Bank.
- Spreading a culture of commitment.
- Central training courses.
- Customer identification and verification.

Bank Audi
Position

2013
Internship

- Customer Services.
- Treasurer

Education & Training Courses

Professional Project Management

Ameen Human Resource Programs

Human Resource Management

Syrian private university faculty of business administration Bachelor's (2008-2012). The rate 74.64%

Skills

AUTO ID

ERP

Microsoft office (Word – Excel - Power Point - Outlook)

Team player

Multi-tasking

Learning ability

Languages: Arabic & English

References 1

Name: Yousef al-shawi

Position: General Manager

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References 2

Name: Elias Obaid

Position: compliance Manager

Mobile : +49 15212445328

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References 3

Name: Rouham Altal

Position: Human Resource
Manager

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