MOHAMMAD FAYEZ AWAD AL-NUAIMI

Human Resources & Automation Specialist

Zarqa, Amman, Jordan | alnoima236@gmail.com | +962788737413

PROFESSIONAL SUMMARY

Highly motivated Human Resources and Automation professional with a strong foundation in HR operations, recruitment, and process optimization. Adept at leveraging technical tools like n8n to streamline workflows and improve data accuracy. Committed to operational excellence, detail-oriented task management, and supporting organizational growth through efficient HR practices.

KEY CAREER HIGHLIGHTS

- Achieved 100% compliance and accuracy in financial and data record management, ensuring zero delays or discrepancies.
- Successfully integrated automation workflows to enhance data processing efficiency within HR operations.

WORK EXPERIENCE

HR & Automation Specialist • Joacademy / Loyac — 2025 – Present

Jordan

- Supported HR operations including recruitment, talent acquisition, and candidate screening to ensure a seamless hiring pipeline.
- Designed and implemented automated data workflows using n8n, reducing manual data entry and improving process turnaround time.
- Maintained 100% accuracy in documentation and record management, ensuring full compliance with internal operational standards.
- Coordinated workshops and volunteer initiatives, facilitating effective communication between stakeholders and participants.
- Managed payroll-related procedures and employee productivity tracking, ensuring timely and error-free reporting.

CORE SKILLS & EXPERTISE

Core Technical / Functional Skills: HR Operations • Talent Acquisition • Payroll Administration • Candidate Sourcing • Records Management • Process Automation • HR Reporting

Tools, Software & Platforms: n8n • Microsoft Excel • Microsoft Outlook • Google Forms • JSON • Webhooks • APIs

Industry Methodologies & Standards: Workflow Optimization • Data Integrity • Compliance Management • Stakeholder Management

Leadership & Executive Competencies: Analytical Thinking • Problem Solving • Time Management • Attention to Detail • Team Collaboration • Adaptability

EDUCATION

Bachelor of Business Administration • Hashemite University — 2025

Zarqa, Jordan

Accredited & Verified

LANGUAGES

Arabic (Native) • **English** (Professional Working Proficiency)