

# Nadi Al Wraidat

HR Manager at Sun Jordan Textile Co.Ltd

W: <http://www.worky.com/nadi-alwraidat>

## Nadi Al Wraidat's Professional Experience

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2008 - Present

### **Sun Jordan Co. Ltd - Human Resources Manager**

\* Directed the effective delivery of human resources management, including employee relations, recruitment, organizational development, benefits and compensation, labor law, and HR information systems for division with 800 employees and an annual operating budget in excess of \$1.5 million.

\* Instituted formal team building programs, improving workforce efficiency and effectiveness by 23%.

\* Developed and implemented diversity training program - "Employee Civil Treatment, " reducing EEOC and harassment complains from 35 to 0 per month.

Key Skills

human resources, Human Resources Management, recruitment

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2006 - 2008

### **Samsung Europe - Human Resources Manager**

to 2008

\* Managed staff of 250 employees and controlled a \$3.3 million annual Human Resources budget. Oversaw issues involving EEO, ADA, AAP, and FLSA to ensure compliance with regulations and minimize legal liability.

\* Initiated profit and loss cost control procedures saving company \$226, 000 in employee overtime and Worker's Compensation claims.

Key Skills

claims, Cost Control, human resources

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2004 - 2006

### **Rubelj & Brothers - Human Resources executive**

to 2006

\* Introducing with HR due diligence protocol for mergers and acquisitions; trained with senior executives on organizational culture of acquired companies, facilitating seamless integration within parent company of 10, 000 employees.

\* HR payroll printing and managing salary for workers

\* Data entry, checking of overtime and advances, printing salary sheet managing the files of employees and calculating the annual leave money.

\* Working on company system, and preparing daily and monthly reports for all employees and management.

Key Skills

data, Payroll, Reports

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## Nadi Al Wraidat's Education and Qualifications

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2004

### **Bachelor/Degree - Bachelor, Human Resources**

**University of Law**

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### **Bachelor/Degree - Master of Science, Human Resources Management**

**University of Law**

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### **Bachelor/Degree - Bachelor, Law**

**University of Law**

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## Nadi Al Wraidat's Additional Information

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### **Links**

**Linkedin Profile - <http://www.linkedin.com/pub/nadi-al-wraidat/19/80b/412>**

