



Shahla Joorabi

International Business with
Human Resource Management
at Ulster University/

HR and Admin

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Languages

Arabic

English

German

Persian

About

I am a dedicated HR and Administration professional with about a decade of progressive experience in managing and optimizing human resources and administrative functions. My tenure at notable organizations like Sequa gGmbH (a development project for Afghan refugee liabilities) and CYRON has refined my expertise in strategic staffing, office management, and organizational communication, ensuring operational excellence and workforce development. I possess a robust skill set that includes human resource management, event planning, payroll administration, and proficiency in Microsoft Office and CRM systems. I am currently pursuing a Master of International Business with a specialization in Human Resource Management at Ulster University in London, enhancing my understanding of global business strategies and innovative HR practices. My professional journey is supported by effective public relations management and a proven track record of fostering team collaboration and enhancing employee satisfaction through targeted training and development initiatives.

BRANDS WORKED WITH

CartonPlast

Korea Electric Power Corporation (KEPCO)

Safir Beauty

sequa gGmbH

Cyron

Experience

● HR and Admin Officer

sequa gGmbH | Sep 2019 - Jan 2023

- Spearheaded comprehensive HR operations, including the recruitment and onboarding process, contract management, and the creation of job descriptions and announcements. Facilitated seamless communication and compliance with headquarters in Germany.
- Administered employee relations functions, such as leave management, payroll processing, and mission assignments, ensuring alignment with corporate policies and standards.
- Oversaw document control and correspondence, maintaining alignment with organizational standards and improving office operational efficiency.
- Collaborated with both international and local teams to optimize administrative operations and ensure efficient cross-functional coordination.
- Assisted in financial oversight, including budgeting, procurement, and the logistical coordination of staff travel and corporate events, enhancing operational efficiency and cost-effectiveness.
- Developed and implemented employee engagement programs, including team-building activities, staff surveys, and tailored training sessions, contributing to enhanced job satisfaction and a positive work environment.
- Organized and executed corporate events and training, aimed at promoting employee development and satisfaction.
- Managed office administration tasks, including budget oversight and petty cash management, ensuring compliance with financial policies.
- Directed public relations and internal communications strategies to strengthen corporate image and employee communication.
- Supervised support functions and managed external consultants, including IT services, legal support, and logistics, ensuring high-quality service delivery and operational compliance.

● HR and Admin Coordinator

CartonPlast | Sep 2012 - Dec 2015

- Supported senior management in the execution of business projects, facilitating effective administration, scheduling, and timeline management to ensure project objectives were met efficiently.
- Maintained meticulous documentation and records management processes, ensuring accuracy and accessibility of critical information.
- Contributed to recruitment efforts, from candidate screening to onboarding, ensuring a smooth integration of new hires into company

culture and operations.

- Actively participated in the development and implementation of feedback mechanisms, including Key Performance Indicator (KPI) assessments and promotional reviews, to enhance employee performance and recognition.
- Assisted in the design and delivery of training programs and team-building exercises, fostering professional development and enhancing team cohesion

● **Managing Director Assistant**

Korea Electric Power Corporation (KEPCO) | Jan 2016 - Jan 2017

- Process and submit monthly payroll.
- Assisted in the administration of payroll, scheduling of critical meetings, and preparation of detailed reports and presentations.
- Administration including reports, HR recruitment processes such as preparing job announcements, job descriptions, and contracts.
- Management of attendance system and timesheet.
- Searching and preparing relevant data for the Managing Director.
- Scheduling events, and travels.

● **HR and Admin Officer**

Cyron | Feb 2017 - Aug 2019

- Directed the full spectrum of HR functions including recruitment, contract negotiations, training initiatives, and payroll administration, aligning staff capabilities with organizational goals and requirements.
- Managed office supplies and resource inventory, ensuring optimal availability of essential materials while overseeing cost-effective procurement strategies.
- Led the coordination of administrative tasks, such as document preparation, meeting organization, and the analysis of data for report generation, enhancing decision-making processes.
- Oversaw the maintenance and enhancement of electronic filing systems and internal databases, increasing operational efficiency and data retrieval capabilities.
- Conducted comprehensive research, compiled detailed reports, and managed cross-departmental projects, ensuring alignment with strategic objectives.
- Executed advanced administrative duties across multiple levels, streamlining processes and supporting senior management in daily operations.
- Crafted and revised documents for both external and internal communications, ensuring clear and consistent organizational messaging.
- Orchestrated and managed corporate events and meetings, from planning through execution, facilitating effective communication and collaboration both internally and externally.
- Enhanced workplace functionality and efficiency by implementing best practices in office management, fostering a collaborative and productive office environment.

Education & Training

2023

● **Ulster University**

Master's degree,

2014 - 2016

● **University of Tehran**

Master's degree,