

# MOR RACHMANI

## HR & OPERATION MANAGER

### CONTACT

+972 50 9455553

More3031996@gmail.com

[www.linkedin.com/in/mor-rachmani](http://www.linkedin.com/in/mor-rachmani)

Ramat Gan, Israel

### TOOLS

Monday.com  
Advanced MS Office  
Adobe cloud  
CRM, ASANA  
TiK Tok, Instagram, Facebook, LinkedIn

### EDUCATION

2016-2019

**B.A Human Resources**  
The Open University

### EXPERTISE

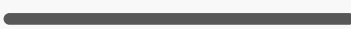
- Effective communication.
- Decision-making skills.
- Technological skill.
- Engagement strengthening.
- Adaptability skills.
- Negotiating skills.
- Emotional intelligence skills.

### NATIONAL SERVICE

2014-2016

- Ministry of Defense

### LANGUAGES

Hebrew 

English 

### VOLUNTEERING

IGY- Israel Gay Youth  
latet - "לתת"

### PROFILE

**Experienced Global HR and operation Manager, passionate about helping Startup teams move forward swiftly and smoothly. Covering everything from HR processes (recruiting, onboarding, welfare, reviews, offboarding) to Operations (financial admin, vendors, supplies, etc.)**  
**Creative, proactive, multitasker, with a hands-on approach.**

### WORK EXPERIENCE

#### Operation & Employee Experience Manager

CYMOTIVE Technologies 2023-Now

- Responsible for planning, organizing, maintaining, and managing all aspects of sites' (~230 employees) facilities (Health & Safety, Security, Maintenance, Space management, Appearance, Recycling, New sites openings, budgets etc.).
- Responsible for the Employee Experience domain – manage, plan and execute an annual plan to strengthen the employees engagement.
- Manage a team of HR and Operations.
- Manage various suppliers and service providers, manage contracts and negotiations.
- Planning and overseeing construction projects and urgent projects, prioritizing tasks, and overcoming obstacles.
- building an annual Gantt for operating welfare and safety fields- Operation of the organization, preparation of the annual budget, and oversight of the budget.

#### HR Manager - Contract

Nemodata 2022-Now

- A partner to management, marketing, sales, and business leaders, providing and identifying organizational needs and offering HR solutions.
- Working closely with both leaders and employees to improve work relationships, build morale, and increase productivity and retention.
- Supporting recruitment processes according to the FTE forecast, managing pre-employment, onboarding, and orientation process.
- Build educational content for employees aligned with strategic goals and focus areas.
- Manage people processes to ensure employee performance levels and capabilities meet current and future standards. Ensure compliance with legal requirements regarding the day-to-day management of employees and reduce legal risks.

#### Global Employee Experience -Contract

CYREBRO 2022-2023

- Establishing a global well-being plan (recognitions, birthdays, company events, holidays, employee volunteer activities, etc.) that emphasizes employee experience at both the strategic and operational levels through providing updated solutions.
- Building our internal employer brand together with marketing, and maintaining consistent internal communication across the various company's channels.
- Keep communications (employer brand Awareness) fresh, creative, and engaging, to drive business objectives, culture, and employee engagement.
- Full responsibility for managing the social media Channels.

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Ramat Gan, Israel

### WORK EXPERIENCE

#### HR Manager

Atreo

2021-2022

- Management of the administrative staff.
- Recruiting new employees, managed and improved end-to-end employee onboarding process, company welfare and offboarding processes ~ 35 Employees.
- Developing a quarterly organizational culture plan that includes lectures, workshops, educational workshops, off-sites, etc., and managing top management schedules and multi-participant meetings

#### Welfare & Office Manager

Kan-Tor & Acco

2017-2021

- Managing the administrative staff- responsible for schedules and multi-participant meetings, production of conferences, coordinating suppliers, monitoring customer relationships, issuing invoices, and purchases, coordinating travel plans, and supporting management projects.
- Managed the HR field including recruiting new employees onboarding, welfare, offboarding, training, and relocation processes.