

# Saied Ghorbani

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## Summary

Human Resources professional with 6 years of experience in talent acquisition, performance management, and HR analytics. Skilled in designing and implementing HR systems, competency models, and KPI frameworks to enhance organizational efficiency. Proficient in HR data analytics and process automation to drive data-driven decision-making. Strong background in structuring HR strategies aligned with business objectives.

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## Key Achievements

- ✓ [Reduced recruitment time by 33% through optimized talent acquisition strategies.](#)
  - ✓ Implemented an OKR&BSC-based performance management system, increasing employee engagement by 15%.
  - ✓ Successfully automated HR processes, reducing administrative workload by 40%.
  - ✓ Designed and documented 30 job profiles and competency models
  - ✓ Successfully hired over 50 professionals across various departments in 2023.
  - ✓ Designed and implemented a comprehensive talent management model, assessing potential and competencies, enhancing organizational talent identification.
  - ✓ Expert in implementing ISO 30409 for workforce planning and ISO 30414 for HR reporting, ensuring strategic alignment and transparency
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## Experience

### HRD Supervisor

Tehranmobileh

Tehran, Iran

June 2024 – February 2025

- Designed and implemented a performance management system, including KPI development and behavioral evaluation criteria.
  - Developed a reward system aligned with performance management.
  - Created individual and departmental KPIs and implemented a Balanced Scorecard approach.
  - reducing administrative workload by 40%
  - Managed the end-to-end talent acquisition process, including job description development, competency modeling, and onboarding/offboarding processes. Optimized recruitment workflow, decreasing hiring cycle time by 33%
  - Conducted training needs assessments, developed training budgets, and organized internal training programs
  - Designed a performance agreement framework and a continuous feedback process aligned with the agreement for 70 employees, integrated with learning&development and total rewards.
  - Appointed as Secretary of the process commission, responsible for designing 18 core organizational processes and managing the company's BPMS implementation project, resulting in the design and monitoring of 4 KPIs and reducing administrative workload by 40%.
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### **Organizational Development expert**

Nilgam Grupe

Tehran, Iran  
June 2023 – June 2024

- Conducting the Job Analysis Process.
- Succession Planning Deployment.
- Organizational restructuring based on strategic needs.
- Developed compensation and benefits models, including a TTF-based pay structure.
- Designed and documented 30 job profiles and competency models

### **HR Consultant**

Parsa Pooshesh Sharif

Eshtehard, Iran  
February 2024 – November 2024

- Designed the organizational structure and transformation framework for expansion into a holding company.
- Developed an integrated HR management system and designed workflow processes.
- Created key performance indicators (KPIs) for sales, technical, and production departments.
- Designed and implemented the recruitment process, including job descriptions, interviews, and onboarding strategies.

### **Senior HR Specialist**

Fan Kavan Kian Vesta

Tehran, Iran  
September 2021 – May 2023

- Managed the full recruitment and talent acquisition cycle, including job posting, resume screening, and candidate interviews.
- Oversaw payroll calculation, benefits administration, and workforce retention initiatives.
- Developed and managed employee engagement programs, including welfare planning, supplementary insurance, and meal programs

### **HR Specialist**

Fanavaran Tarh Jame

Tehran, Iran  
March 2020 – August 2021

- Led recruitment processes, including job advertisements, resume screening, interview coordination, and onboarding.
- Managed compensation and benefits administration, including payroll processing and employee welfare programs.

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## **Education**

### **Master's Degree in Political Science – International Relations**

Imam Sadiq University

2015 – 2017

### **Bachelor's Degree in Political Science**

Imam Sadiq University

2012 – 2015

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## **Certification**

- [Talent Acquisition Specialist Program](#), The Academic Center for Education, Culture and Research (ACECR) \_ Sharif University of Technology Branch, 2024
  - [HR Data Analytics](#), The Academic Center for Education, Culture and Research (ACECR) \_ Sharif University of Technology Branch, 2024
  - [Employer Branding & Employee Experience](#), Ariana Business School, 2024
  - [Comprehensive OKR Course](#), Tose'eh Academy, 2024
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- **L&D Specialist training Course**, The Academic Center for Education, Culture and Research (ACECR) \_ Sharif University of Technology Branch, 2025
  - **Business Intelligence Specialist course**, Tose'eh Academy, 2026
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