



RANA SHBAITA, MBA

Senior Talent Acquisition & Workforce Planning Manager

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📍 Amman, Jordan | [linkedin.com/in/rana-shbaita](https://www.linkedin.com/in/rana-shbaita)

Jordanian National | Valid Saudi Iqama Holder | Open to GCC Opportunities

Professional Summary

Senior Talent Acquisition & Workforce Planning Manager with 13+ years of experience leading talent acquisition, executive search, workforce planning, organizational growth, and HR business partnering across Banking, Telecommunications, Consulting, AI, Technology, FinTech, and Professional Services sectors. Proven track record of building high-performing teams, implementing ATS and recruitment automation solutions, driving workforce forecasting, employer branding, executive hiring, and talent transformation initiatives across Saudi Arabia, UAE, Bahrain, Jordan, Lebanon, Egypt, Iraq, and remote international markets.

Core Competencies

Strategic Workforce Planning | Talent Acquisition Strategy | Executive Search | Leadership Hiring | Talent Mapping | Succession Planning | Workforce Forecasting | HR Business Partnering | Employer Branding | Recruitment Operations | ATS Optimization | Recruitment Automation | HR Analytics | KPI Reporting | Stakeholder Management | Budget Management | Team Leadership

Professional Experience

Senior Talent Acquisition & Workforce Planning Manager | Arabic.AI (formerly Tarjama)

January 2025 – Present | Jordan

- Lead Talent Acquisition and Workforce Planning across Jordan, UAE, KSA, Lebanon, Egypt, and remote markets.

- Delivered 80+ hires across AI, Engineering, Product, Commercial, Operations, Finance, Legal, Marketing, and Leadership functions.
- Designed and implemented workforce planning frameworks supporting business growth and skills-gap analysis.
- Led full implementation and adoption of Workable ATS across the organization.
- Automated recruitment workflows through ATS optimization, improving efficiency, reporting accuracy, and stakeholder visibility.
- Established recruitment dashboards and KPI reporting frameworks for executive leadership.
- Successfully recruited VP, Director, Country Manager, and other executive-level positions across GCC markets.
- Launched the Tarjamati Stars Internship Program to build future talent pipelines.
- Implemented TestGorilla assessments and structured hiring methodologies.
- Reduced agency dependency through talent mapping and proactive sourcing strategies.

Talent Acquisition Manager | Deloitte Middle East

August 2023 – December 2024 | Jordan

- Managed end-to-end recruitment across Jordan, UAE, Bahrain, and KSA.
- Increased candidate pipeline quality by 60% through innovative sourcing strategies.
- Achieved over 50% recruitment cost savings through vendor optimization and direct sourcing.
- Partnered with senior stakeholders to deliver strategic workforce solutions.
- Enhanced employer branding and candidate experience initiatives.

Talent Acquisition Supervisor / Specialist | Capital Bank of Jordan

2014 – 2023

- Led recruitment activities across Jordan and UAE with exposure to Iraq and KSA markets.
- Acted as Recruitment Business Partner supporting multiple business units.
- Managed executive, technology, operations, finance, and banking recruitment.
- Built strategic talent pipelines for critical positions.
- Supported workforce planning and organizational growth initiatives.

Lead Recruitment Consultant | Extensya

2010 – 2014

- Managed recruitment operations and manpower planning activities.
- Led large-scale recruitment projects across Jordan, KSA, and Iraq.
- Evaluated English and French language capabilities for candidate selection.
- Supported business expansion projects through high-volume hiring.

Technology & Recruitment Systems

Workable ATS, Avature, LinkedIn Recruiter, LinkedIn Talent Insights, TestGorilla, HR Analytics, Recruitment Dashboards, Power BI, Advanced Excel Reporting, Recruitment Automation Tools.

Education

Master of Business Administration (MBA) – Edinburgh Business School, Heriot-Watt University (2019)

Bachelor of French Literature – University of Jordan (2010)

Languages

Arabic (Native) | English (Fluent) | French (Professional Working Proficiency)