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AMNA A. SALEEM

EDUCATION & CERTIFICATES      HUMAN RESOURCES MANAGEMENT DIPLOMA, TECHNICAL INSTITUTE OF SULAIMANI  
2014-2015  
OSHA FIRST AID CERTIFICATION; AT LIFE SUPPORT TEAM HELD BY DR. ALLA'A M. YOUSIF.  
2018

WORK HISTORY      HUMAN RESOURCES OFFICER, L.S.T MEDICAL CONSULTANCY CO. LTD.  
01 February 2020 – Present

- Responsible for updating staff files and HR documents (soft and hard copy).
- Coordinating with all the concerned departments in the event of having auditors to audit the establishment.
- Creating official Letters (e.g. Employment Letters, Support Letters, Authorization Letters, Thanks and Appreciation Letters, Warning Letters, Certification Letters, Admin Orders, Memos, Undertaking Letters, Acknowledgement Letters, Job Offer Letters and Requisition Letters) in addition to Letter of Clearance.
- Negotiating salaries, contracts, working conditions or redundancy packages with staff and representatives as directed by the CEO.
- Sharing the SOPs with Head of departments.
- Compile and submit relevant reports in a timely manner.
- Manage annual leave system and other staff leave.
- Process monthly payroll for finance.
- Prepare employment contracts in conformity with legal requirements including specific amendments when necessary in order to ensure local labor and fiscal law compliance.
- Organizing and reviewing the schedules with the departments.
- Approving job descriptions and advertisements.
- Pensions and benefits administration.
- Monitoring staff performance and attendance.
- Advertising the public holidays in the company and arranging schedules then sharing them with CEO.
- Support the management of disciplinary and grievance issues.
- Coordinating with the concerned state departments to issue residence permissions for expat employees and renewing expired ones.
- Advising line managers and other employees on employment law and the employer's own employment policies and procedures.

HUMAN RESOURCES ASSISTANT, L.S.T MEDICAL CONSULTANCY CO. LTD.  
25 August 2019 – 31 January 2020

- Monitoring staff performance and attendance.
- Monitoring employees' leaves (paid leave, unpaid leave and sick leave).

- Be actively involved in recruitment by preparing job descriptions, posting ads and managing the hiring process.
- Organizing and managing new employees' orientation and training programs.
- Collecting employees' document as (nationality ID, passport, residency ID and Degree (Certificate) during hiring process.
- Managing the provision of uniforms for the concerned employees.
- Referring any issue to the company's committee
- Collecting the candidates' names for the title of employee of the month and employee of the year and managing the selection process.
- Organizing and reviewing the schedules with the departments.
- Booking tickets for expat employees along with their visa.

#### **ARCHIVE COORDINATOR, L.S.T MEDICAL CONSULTANCY CO. LTD.**

09 April 2018 - 24 August 2019

- Over 1 year of experience organizing soft & hard documents, preparing reports, and maintaining the utmost confidentiality.
- Recruitment; interviewing archive clerks and training them.
- Keep records of documents filed or removed, using logbooks and computers.
- Perform general office duties such as typing, scanning, printing, operating office machines, and sorting mail.
- Sort or classify information according to guidelines such as content, purpose, user criteria, or chronological, alphabetical, or numerical order.
- Formulate an Excel spreadsheet daily tracking the documents removed from Archive at every stage.
- Checking grammar and spelling of medical information and providing the people concerned with the documents via e-mails.

#### **HR AND PAYROLL INTERNSHIP PROGRAM, LC WAIKIKI RETAIL COMPANY**

01 March 2017- 01 June 2017

- Demonstrate taking ownership for designated processes and tasks.
- Attention to details and accuracy of every aspect of the role.
- Manage workload to meet strict weekly, monthly and annual deadlines.
- Flexibility to undertake any non-routine requests.
- To input data accurately and in a timely manner into integrated HR system.
- To provide data management information relating to all HR services matters.
- Work effectively in a team environment.
- Gain practical experience.

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#### **LANGUAGES**

- ARABIC– FLUENT
- ENGLISH– FLUENT
- KURDISH – INTERMEDIATE LEVEL

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#### **SKILLS**

- MICROSOFT OFFICE (WORD, EXCEL & OUTLOOK)
- MOST OF UTILITIES PROGRAMS
- EXCELLENT INTERNET SEARCHER

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#### **REFERENCES**

- SHERGAL RODAINA-HR MANAGER AT ICM (+964 7505618554-SHERO-BARCA@HOTMAIL.COM)
- GHENA A. SHAKIR-PARALEGAL AT NURI YABA LAW OFFICE (+964 7517793919-GHENADEL86@YAHOO.COM)
- MARYAM LAYTH-ADMIN OFFICER TO CEO AT L.S.T MEDICAL CONSULTANCY CO. LTD (+964 7704542964-PA@LST-MEDIC.COM)