Hisham Khalid Al-Salihy

Tel;-07510645571

E-mail:- hishamkhalid1993@gmail.com

Date of birth.:- 23-9-1993

Extensively experienced human resource officer with expertise in industrial relations as well as overall management skills including staff management & team leadership.

**Qualifications & Training**

Degree:

**Bachelor’s degree from the College of Business and Economics, Accounting Department.**

**Work Experience:**

* **ZANA CELL Co. the Main Agent of AsiaCell.**
* **Al-Salihy Co. As an accountant.**
* **Ardh Al-Mashraq Co. :- H.R. Manager .**

**Responsibilities:**

* Coordinating with all people managers in all employee related issues regarding employee investigations, absence issues, counselling, grievance and discipline etc.
* Ensuring company compliance with all legislation and advising managers on all industrial relations issues;
* Successful in supporting necessary change processes in implementing WCM/lean manufacturing within the organization;
* Liaising with union representatives in all negotiations such as shift changes, redundancy criteria and other general IR issues;
* Coordinating recruitment and selection procedures & delivering induction training;
* Provide comprehensive high quality customer focused HR support across a broad range of HR activities.
* Doing the debit & credit – trial balance- insurance –etc.
* N.N sales coordinator at Al-usool Engineering company from 2015/2018.

SKILLS

* Strong administrative and organizational skills
* Experienced in problem-solving
* Work effectively both as team member and independently
* Excellent communication and Computer skills (word – Excel- out look etc..)

**Languages**

## Languages:

* Arabic (mother language).
* English. (100%)
* Turkey. 45%

Employment:

1-Worked as data entry (sending contracts information on line).

2-Worked as accountant, sales analyst and GM. Assistant with (doing daily revenue –attending meetings – and translating contracts from Arabic to English and verse-versa.

3-Worked as H.R. manager (doing time sheet - absence issues, counselling, grievance and discipline etc).