

- Mob: +964 7833046167
- Email: Tabark.hameed82@gmail.com

Objectives

I' am willing to give total support the organization that I 'am in, with the experience & capability that I have in order to achieve organization's goals & create mutual benefits besides increasing my skills & my experience.

I- Personal Information:

Name : Tabark Majid Hameed
Gender : Female
Year of Birth : January 1994
Nationality : Iraqi.
Permanent Address: Baghdad.
Marital Status : Married

II- Education:

2015 : B.S in English Literature – Kufa University.

III- Work Experience

Aug 2020 – till now : **Projects and Logistic Coordinator at SWCO for Oil and Gas and general trading company**

Experience :

- Maintaining and monitoring project plans, project schedules, work hours and budgets
- Organizing, attending and participating in stakeholder meetings.
- Documenting and following up on important actions and decisions from meetings.
- Preparing necessary presentation materials for meetings.
- Ensuring project deadlines are met.
- Determining project changes.
- Providing administrative support as needed.
- Undertaking project tasks as required.
- Developing project strategies.
- Ensuring projects adhere to frameworks and all documentation is maintained appropriately for each project.
- Assess project risks and issues and provide solutions where applicable.
- Ensure stakeholder views are managed towards the best solution.
- Chair and facilitate meetings where appropriate and distribute minutes to all project team members.
- Create a project management calendar for fulfilling each goal and objective.
- Ensure materials are received, stored, shipped, and reported in accordance with established procedures and Government guidelines/regulations. Travels to field sites to receive and inspect goods delivered directly to the field.
- Maintain a complete, accurate and up-to-date inventory list and stocks.
- Maintain an accurate, complete and up-to-date asset register and inventory list.
- Conduct regular physical counts of assets and inventory
- Maintain proper records of disposal of assets (lost, damaged, sold, donated, stolen, or other)

- Mob: +964 7833046167
- Email: Tabark.hameed82@gmail.com

Oct. 2016 – Aug. 2020 : **Admin & Communication Officer at Lafargeholcim RMX Iraq ,**

Experience :

- Employment :
 - WF planning by follow up on Org. chart, JDs, Headcount, etc. . . .
 - Recruitment: Screening, interviews & selection(contact recruitment companies, universities, colleges and academic institutions for the purpose of attracting qualified candidates to work and get their information , security check & complete all the process for employment.
 - Placement: Entry employees, Exit employees Integration, Probation...).
- Compensation :
 - Time Management: (Attendance, Leaves, Holidays, Overtime, Letters...)
 - Payroll.
 - Benefits (Allowances, Incentive...)
 - Filing & Archiving.
- Operation & Development :
 - Managing Training & learning process locally & overseas.
 - As a part of the high management am on the process of Succession planning project by identifying and developing internal people with the potential to fill key leadership.
- Admin :
 - Coordinate office activities and operations to secure efficiency and compliance to company policies
 - Supervise administrative staff and divide responsibilities to ensure performance
 - Manage agendas/travel arrangements/appointments etc. for the upper management
 - Manage phone calls and correspondence (e-mail, letters, packages etc.)
 - Support budgeting and bookkeeping procedures
 - Create and update records and databases with personnel, financial and other data
 - Track stocks of office supplies and place orders when necessary
 - Submit timely reports and prepare presentations/proposals as assigned
 - Assist colleagues whenever necessary

- Mob: +964 7833046167
- Email: Tabark.hameed82@gmail.com

June 2015-Sep. 2016 : **Office Administrator at HDGSK (Hyundai E & C, Hyundai Engineering Co Ltd, GS Engineering & Construction, and SK Engineering & Construction)**

- Manages and executes overall Human Resources activities, including demographic data, employment information , employment history , qualification, salary information, deductions, allowances, in one global environment that serves multiple branches and cost centers. Payroll, Time Attendance, Assessment, recruitment & Managing Training & developing.
- Coordinate calendars, including catered meetings, travel arrangements and maintenance or service appointments
- Instituted and manage detailed supply inventory spreadsheet, placing orders as needed;
- Communicate with clients in-person and via phone and email, maintaining positive relationships and high client satisfaction ;
- Proofread and prepared memos, documents and contracts, ensuring error-free correspondence to professionally represent the company
- Troubleshoot and resolved office equipment issues to minimize service visit costs

Trainings and Courses

- Business English Course by BED
- Human resources By United Nation
- Human Recourses Management Concept By Gregg Learning
- Diploma in Human Resources By Alison Training

Competences:

Computer:

- MS Office: (Word, Excel, Power Point)
- Oracle System

Language:

- Excellent English (read, write, speak)
- Arabic Native

- Mob: +964 7833046167
- Email: Tabark.hameed82@gmail.com

Skills & Abilities :

- Creativity
- Decision making
- Empathy
- Multitasking
- Working knowledge of employee relations and administrations operations.
- Ability to analyses and solve problems.
- Good Organizational and interpersonal skills with pleasing leadership qualities.
- Strong organizational skills.
- Self-motivated individual with excellent interpersonal, communication and influencing skills.
- Good time and project management skills
- Management, Marketing, Sales and Customer service.
- Excellent in computer (Microsoft Word, Excel, PowerPoint,)
- Active listening skills.
- Dedication to Continuous Improvement.
- Strategic Orientation
- Team Orientation.
- Highly committed, reliable, responsible and hard working.

Reference available upon request