

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 beside 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

Oct. 2016 – Till Now : **HR Officer in 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 :
 - Facilities: building Maintenance & involves in company new offices projects.
 - Fleets: Follow up on fleet supervisor to manage cars & protocol.
 - General Services (cleaning, security, canteen ,Stationary).

- Mob: +964 7827829001
- Email: Tabark.hameed82@gmail.com

June 2015-Sep. 2016

: Admin & Communication Officer 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

Competences:

Computer:

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

Language:

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

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Skills & Abilities :

- Adaptability
- Attention to detail
- Collaboration
- Communication
- Creativity
- Decision making
- Empathy
- Leadership
- Multitasking
- Positive attitude
- Problem-solving/conflict resolution
- Self-motivation
- Teamwork
- Time management