

# USAMA H. AL FALAHI

Baghdad • +964-7717648074 - +964-7901280850 • u.alfalahi2@gmail.com



## Human Resource / Administration

A dynamic and talented leader with experience 12 years of **handling comprehensive HR activities** for business operations of large-scale enterprises. Expertise in **organization structure redesign, recruitment and selection, training, job analysis**, compensation design and management, human resource information systems **designing internal HR systems and procedures** to monitor employee productivity and increasing tangible contribution per employee to company revenues. Exploring leadership role in the Human Resources Management function to apply professional competencies and industry knowledge and contribute to company's top and bottom-line.

### Key Skills

- |                         |                               |                             |
|-------------------------|-------------------------------|-----------------------------|
| ✦ New-hire paperwork    | ✦ Payroll Administration      | ✦ Recruitment and Selection |
| ✦ Performance review    | ✦ Confidentiality maintenance | ✦ Advertisements handling   |
| ✦ Bills auditing        | ✦ Documentation               | ✦ Interviews conduction     |
| ✦ Rewards & Recognition | ✦ Training & Development      | ✦ HR policies enforcement   |
| ✦ MS –Office Suite      | ✦ Troubleshooting             | ✦ Team Management           |
| ✦ Performance Review    | ✦ Talent Retention            |                             |

### Significant Accomplishments Across Career

- Successfully operated a complex screening system that automatically isolated suitable candidates for a given job description.
- Played a pivotal role in introduction of an evaluation system to gauge performance improvement across various business activities based on employee performance.
- Spearheaded in conducting several seminars for new employees as part of the induction and integration process of the company.

### Professional Experience

**HR Coordinator & Administrative Specialist (May 2018 – Present)**  
**FieldCore -GE Company, Baghdad, Iraq**

#### Key Responsibilities:

- Supervise all Admin staff.
- Liaise with security, clinical and building maintenance & general housekeeping staff to ensure that the desired services are provided in professional manner.
- Compile and maintain staff time keeping, training and leave records.
- Manage staff pick and drop Plant and maintain transportation vehicles.
- Obtain and disseminate information regarding all personnel matters to employees and to handle all staff related issues e.g. staff disputes, taking disciplinary actions, etc.
- Receive/pick-up mails and route to addressees; answer all admin related mails.
- Maintain medicine inventory with the help of clinical staff.
- Control administrative supplies and reorder as necessary.
- Assist in staff recruitment and on-site trainings arrangements.
- Greet and assist visitors; arrange refreshment.
- Manage on-site dinning arrangements.
- Maintain department correspondence filing system.
- Manage staff pay roll.
- Receive, count, pay out and reconcile petty cash fund.
- Operate computer terminal to input/receive data using various database packages and prepare correspondence using word processing packages.
- Assist development of plant monthly report by reporting in writing the department activities/progress.
- Perform all required administrative functions during plant planned/unplanned outages.

- Coordinate with local authorities regarding any legal requirements that O&M contractor must fulfil.
- Perform assign tasks as given in Quality and EHS Manuals.
- Perform other duties as may be assigned time to time.
- Check time sheets & approve on it in System.
- Request Visa by coordinating with immigration team & provide them with passports.
- Maintaining visa tracker - and checking the validity of the passport for the expats by Making visa & Passport tracker.
- Communicating with Field Service Coordinator for Mobe/DeMob schedule.
- Coordinate with Costumer by sending email for mobilize new hire and get rooms for them & make new badges ( site access ).
- Tracking on probation period for the new hired and reporting to management.
- Setting up skype calls interviewing with new candidates

**HR Specialist & Administrator (October 2007 – August 2016)**  
ESS for Security guards, Baghdad, Iraq

**Key Responsibilities:**

***HR Operations***

- Formulated the HR policy and procedures, devised strategic action plans to manage key aspects of HR that included recruitment, performance management, team training and development and attrition control.
- Evaluated staffing requirements raised by various departments, finalized the recruitment strategy and approved job descriptions drafted by HR executives.

***Recruitment Support***

- Provided valuable support to human resource managers during recruitment and induction procedures and coordinated and maintained liaison with external recruitment agencies.
- Evaluated applicant profiles, communicated the interview schedule to the internal panel and the candidates and supervised the conduct of interviews in time. Coordinated interviews and directed applications to the right channels.
- Supported HR in performing background checks and reviewing references before issuing offer letters, sought acceptance of offers and collaborated in preparation of appointment orders for new hires.

***Strategic Planning***

- Enforced the employee code of conduct, initiated disciplinary action in case of recurring employee non-conformance and maintained a professional and productive work environment.
- Contributed to key activities such as talent management and succession planning, promoted learning and development and built a high-performing, dedicated and professionally satisfied workforce.

***Training and Career Development***

- Collaborated in-house training activities, tracked training sessions and formulated career progression plans for the staff to encourage long-term association with the organization.
- Provided current and prospective employees with information about job duties, working conditions, wages, and opportunities for promotion and employee benefits.

**HR Assistant (February 2007 – May 2007)**  
ALSALIHI REAL-ESTATE, DUBAI, UAE

**Key Responsibilities:**

- Supervised the maintenance of the employee database, monitored attendance, reviewed absenteeism reports to initiate disciplinary action against non-compliant employees.
- Provided valuable support to the recruitment and induction processes and handled personnel records and labor relations.
- Performed job evaluations, handled benefits administration procedures and assisted in reviewing and entering data from human resource documentation.
- Collaborated in handling employee grievances and ensured satisfactory resolutions in line with organizational policy.
- Maintained liaison with prospective candidates and arranged interview schedules and followed up on candidates' responses.
- Managed records of employee contracts, offer letters, acceptance letters, as well as previous employment history.
- Supported in developing and executing the annual HR plan in collaboration with the management and provided administrative support to HR Director and HR Generalist as well as the Director of Operations.
- Updated Human Resources policies as needed and ensured all organizational policies and procedures are implemented and updated in accordance with local laws and regulations.

**Hr Internship and Officer (May 2005 – October 2005)**  
**FALCON EXPRESS, Bagdad, Iraq**

- Analyzed HR data identify trends, concerns and solutions and implemented action plans. Created and maintained complex spreadsheets for HR managers for all HR events.

---

**Education**

- **B.Sc - Science of Administration & Economy**, Baghdad University – Baghdad, Iraq (June 2004)

---

**Personal Details**

- Nationality: Iraqi
- Date of Birth: 01 Jan, 1983
- Marital Status: Married
- Languages: Arabic, English