



Lina Kadhim Jawad

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Age :1992\11\26 Status: Single

EDUCATION

Bachelor of English Literature

University of Baghdad

2010/June 2015

Member of Iraqi Translator Association

IT Technician Software and Hardware course

· Translator \ Linguistics

· Marketing , Administration , Human Resources and Designer

· Computer course Certificate \ TOFEL Course certificate and DELTA

WORK EXPERIENCE

volunteer

2010 — 2015

Iraqi Red Crescent Society

• Adhere to the fundamental principles

• Promote the work of the society

• The recognition of the basic system and work according it

• Participate actively in the work of the society

• Respect Red Cross and Red Crescent emblem and not misused them according to the rules of the international movement of 1991 and the rules for the emblem issued by the society

• Not to contest the association in any way and not tarnished its reputation

• Sign the document of rules of conduct established by the administrative Board

• Sign with the spirit of the team and avoid blocs between volunteers

• Not to mix politics with volunteering

• Get the proper training or developing skills to be able to carry out the tasks or agreed role on

• Get the proper equipments to allow them to carry out their tasks and role

• To accept or reject any task or role according to the code of conduct and the fundamental principles of voluntary service with the National society in the line with their skills and abilities

• Secure the volunteers during official tasks

- The right to express opinion and to participate in the planning and implementation

Senior HR Officer

2014 — 2015

Jaguar Land Rover Iraq

- Responsible for all vacancy handling including Preparing application packs for vacancies and advertising vacancies , receiving and responding to enquiries from potential candidates
- Responsible of arranging interviews and taking part in interviews
- Responsible of processing reference requests and preparation of employment contracts and notifying unsuccessful candidates
- continuously review and accurately maintain all HR related admin processes, database and employee's files
- Ensure proper workflow for social & medical insurance for all STA staff in Iraq and coordinating necessary documentation
- working closely with departments, increasingly in a consultancy role, assisting line managers to understand and implement policies and procedures
- work closely with Legal advisor and deal with grievances and implementing disciplinary procedures according the Iraqis labour law
- Using social media tools advertising for the vacant positions and any relevant updates
- Work closely with Dubai Recruitment (MENA) / HR team on all on boarding & exit formalities and update existing database accordingly
- Handle all HR required documents such as HR letter, Leaves and bank undertakings

HR and Training Officer/HR Project Manager

2015 — 2016

Jaguar Land Rover Iraq

HR Project Manager:

- Overseeing the planning, implementation, and tracking of the ongoing projects related to the HR integration taking place in Aramex, InfoFort and Aramex Mashreq companies.

Recruitment:

- Analyzing, planning, managing recruitment programs and the hiring process for all departments and some of Africa region vacancies.
- Handle face-to-face interviews with junior, middle-management and top managerial levels.
- Suggest proper media for approaching the right caliber candidates and post vacancies on various recruitment websites.
- Screening and referring candidates for additional interviews with managers in our organization and for our sister companies (e.g. Infofort, Aramex Mashreq)
- Develop a pool of qualified candidates in advance of our need.
- Form the new employees' job offer and orientation
- Assessing employees for promotion and internal transfers inside aramex.
- Attending employment fairs.

Personnel:

- Handling HR letters, medical insurance, employees' leaves and Probationary period.
- Used to handle the Resignation process for a whole year and exit interviews. .

Training:

- Coordinating for the Basic Training Program of aramex.
- Coordinate for the internal and external trainings.

HR Manager (Acting)

2016/1 — 2017/1

Jaguar Land Rover Iraq

- D Building good relationships with all managers and staff at all levels by developing a thorough understanding of our culture, organisational structure and talent.
- D Manage recruitment for all roles, support for recruiting strategies and determining recruiting priorities.
- D Interview all potential candidates to ensure a cultural fit to the company.
- D Knowledge of local residency and immigration laws for the Iraq.

- D Advisor/coach to managers in resolving employee relations, performance, staffing related issues in accordance with company policy and procedures as well as local labour law.
- D Manage the Annual and Mid Year Performance Review process and ensuring all goals are updated on Fusion by the required deadline. Assisting line managers in delivering meaningful feedback and evaluating appropriate promotion and increase recommendations based on performance.
- D Support the HR Director in rolling out global HR initiatives locally.
- D Creating a team environment that facilitates: mutual respect and partnership and open lines of communication between team members in line with our STA (Sardar Trading Agencies) values.
- D Working with the management to determine training needs based on business requirements and individual developmental needs as determined by the performance review process.
- D Ensure all Day-to-day administration including issuing employment contracts, maintenance of employee files is maintained accurately and correctly.

Sales & Marketing supporter (Part time)

2014 — present

Jaguar Land Rover Iraq

- Coordinator with international companies to develop business relation
- Responsible of importing all orders according to requirements
- Marketing studies including requirements , prices , brands models , fast moving items
- Tenders and submitting commercial/technical offers with follow-up
- Following up with all banks , Baghdad bank for all transmittances
- Following up with all tender
- Review all offers before submitted to anywhere
- Monthly reports of business evaluating according to business plan
- Contracting with local and international companies according to agreements , Microsoft to build company system software
- Responsible for all Advertisements \ marketing media supports development plans
- Issuing rules and procedures and following up

Human Resources Officer at Zsco (ZamZam Spring for Cars)

2018-Present

- Carry out all recruitment processes including head-hunting, reaching potential candidates by telephone/email, applicants' resume screening, interviewing applicants, processed background checks, shortlisting and finalizing hiring.
- Manage and process monthly payroll for 100 salaried/hourly employees.
- Provide advice to employees regarding remunerations and salaries and promotions and benefits.
- Promote equality and diversity to ensure a well-balanced workplace environment.
- Manage and coordinate employee training and development programs.
- Conducting staff performance evaluations and writing assessment reports.
- Hired over 200 new staff members in 2012-17 with a retention rate of above 85% for the year.
- Coach managers on the process of evaluating employees, setting goals, conducting objective performance reviews, and recognizing and awarding performance to improve productivity
- Handle employee terminations, grievance and other difficult situations in a sensitive , fair and respectful manner.
- Identify talent and aspirations of individual employees and provide coaching aimed at motivating them to undertake the necessary training required to advance their careers within the company
- Successfully coordinated numerous HR events for the staff including "Employees Annual Achievements Day", multiple guest speaker sessions

- , seminars, conferences, training, employee retreats, etc.

Carried out all duties pertaining to Organization's Human Resource activities.

Worked with other departments to analyze human resource needs.

Conducted job interviews and completed selection process in line with company's policies.

Developed and implemented policies to manage employee's performance improve working conditions and provide equal treatment to all.

Initiated disciplinary action against non performing and underperforming staff

Resolved all disciplinary and absenteeism issues and addressed employees grievances efficiently

QUALIFICATION

- Certify in the community health and First Aid TOT course according to MENA zone Certification in (Al Sulaymaniyeh)
- Acknowledgement in the accomplishment of the "First aid Training courses" To ICRC staff in Baghdad
- Confirmation of Participation 58th International study _and friendship camp By Austrian Youth Red Cross 2013
- Hootsuite, YouTube audience growth & YouTube advance digital rights
- HR Experience Good from Jaguar Land Rover Iraq

INTERESTS

COMPUTING:	Good with technology
SWIMMING:	Keeps fit and healthy
PUZZLES:	Excellent problem- solving Skills
Football/soccer:	Team work skills
Chess:	Intelligent , Strategist
Socialising with friends:	Team Player(rather than loner)
Squash:	Highly Competitive , motivated
Fashion design , Interior design:	Talented
Cooking:	Good chef cooks healthy food
Travel& TV:	Explore new things , Culture
Etiquette:	Good vibes , protocol

SKILLS& ABILITIES

- effectively interpret creative ideas and requirements into executable socialmedia strategies
- Knowledge of social media listening tools and compiling social media reports
- communicator, highly motivated, extremely organized with an excellent eye of details
- Fluent in English (Reading , Writing and Listening) and few French
- Good Appearance
- Good communicator
- Work under pressure and deadline
- I can travel for work
- Results / Achievement Orientation
- Teamwork & Interpersonal Skills
- Communication Skills
- Problem Solving and Decision Making
- Attention to Detail
- Crisis / Conflict Management
- Passionate about delivering results
- Strong business analytical and planning skill
- Excellent proactive problem-solving skill
- Strong background in negotiations
- Dependable and show initiative to improve the overall

Through put and financial goals of the organization

- Ability to follow directives and procedures along with ensuring compliance
- Proven decision making and problem solving skill
- Written and verbal communication skill

ON LINE COURSES

Alison :

Diploma in Operation Management

Diploma in social media marketing

Diploma in Business and legal studies

Diploma in Business process management

Diploma in Web Business development and Marketing

Diploma in business management & entrepreneurship

Diploma in customer service

Diploma in Project Management

Diploma in Human Resources

Diploma in Quality Management

Diploma in electrical Studies

Diploma in Legal studies Customer Service

Marketing success for business

Understanding customer to Drive Sales

Creating a need for Product

Introduction to Marketing

Systems Engineering

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MY LOGO

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