

Dunia T. Al- Janabi

WORK EXPERIENCE

PERSONAL DETAILS

Live in : Iraq - Erbil

date of birth: 8-July-1992

Email Address:
duniaaljanabi92@gmail.com

Phone Number:
07503829597

Material status : Married

WORK SKILLS

- ✓ Microsoft Office programs
- ✓ ERP system
- ✓ HR management system
- ✓ Logo system

BCI - Samsung

Senior HR & Administration Officer
2018 to present.



- 1- Prepare the monthly Time Sheets for all departments.
- 2- Maintains employees' personal files, updates regularly and ensures that all documents are properly kept (employment contracts, hiring documents, social insurance forms, etc.).
- 3- Update employee's Database for hiring & resignation on time.
- 4- Implement recruitment steps; post the jobs on the several recruitment websites, screen CVs, short list, arrange interviews' schedule, categorize CVs.
- 5- Implement the employment process's procedures; hiring, termination.
- 6- Maintain employees' information data bank.
- 7- Ensure the provisioning and maintenance of accurate, up to date personnel records and statistics to ensure legislative requirements are met like; absence, vacations, employment transfer, head count monitoring and analysis.
- 8- Distribute and follow up with departments the Performance Appraisal Management System's reports.
- 9- Keep records of development training plans.
- 10- Update the company's organization chart.
- 11- Assist and keep records in prepare the job description to each incumbent.
- 12- Report to the HR Manager all salaries effects; new hires, termination, penalties, deductions, etc., to prepare the monthly payroll.
- 13- Handle the benefits program procedures such as medical coverage, mobile allowance, etc.
- 14- Provide assistance for all other departments in all administrative areas needed (visa issuing, transportation, traveling, communication, internal mail, telephone, office supplies, shifts, maintenance, buildings, furniture, Assets, buffet supplies, stationary, cleaning materials, safety and security) to ensure smooth operation that will support other departments in achieving the company objectives.
- 15- Follows up with the health insurance to apply employee's subscriptions, cancelations, etc.

- ## Karwanchi
- ### Accountant 2015 – 2016:



- 1- Update employee's Database for hiring & resignation on time. .
- 2- Report to the Manager all salaries effects; new hires, termination, penalties, deductions, etc., to prepare the monthly payroll.
- 3.- prepare the reports of social insurance .
- 4- give support for team .
- 5 - support manger team and give daily reports .
- 6- check the credit of customers
- 7- prepare all sales reports .

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- 4-Report to the HR Manager all salaries effects; new hires, termination, penalties, deductions, etc., to prepare the monthly payroll.
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KEY SKILLS AND COMPETENCIES

- 1-Experience of working to tight deadlines with limited resources.
- 2-Highly organized, proactive, hardworking, focused, & have attention to detail.
- 3- Experience in managing large quantities of data.

Education

Anbar university college , Administration
and Economics · (2008 - 2012)