

# **RESUME**

## **Personal Informatio**

Name: Magda Hameed Al.Obaidi

Nationality: Iraqi

Sex: Female

Marital Status: Married

Birth of Date: 1982

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## **EDUCATION**

Bachelor in (Computer Science) University of Dajlah, (2007-2004)

## **OTHER Certificates**

English Teaching Program ,American Institute ,Amman/ Jordan -Sep 2007

## **LANGUAGE SKILLS**

- Arabic - Fluent (mother tongue)
- English- good
- Swedish - good

## **COMPUTER SKILLS**

MS office (2003, 2007 and 2010)

## Work Experience and History

- **2018 November till now, HR manager as Al Haider group (include three companies)**

- 1- HR manager Constriction Company.
- 2- Future Company for (Rental car).
- 3- Café and Restrained (TCHE TCHE)

### Duties & Responsibility:

- Developing and implementing HR strategies and initiatives aligned with the overall business strategy.
- Bridging management and employee relations by addressing demands, grievances or other issues.
- Managing the recruitment and selection process.

- **2017 June to 2018 February , Management as Company for organizing events and events at Babylon Hotel**

### Duties & Responsibility:

- Coordinate with vendors, exhibitors and stakeholders during event planning
- Create and distribute event listing pages on social media websites
- Manage event set up, tear down and follow-ups
- Establish standardized event procedures and train staff into properly executing them
- Build and adhere to an event budget to avoid project overruns
- Track event key performance areas and identify items to work on for future events.

- **SEG Company as HR supervisor since 5<sup>th</sup>, April 2015 to January 2016.**

### Duties & Responsibility:

- Provides job candidates by screening , interviewing , and testing applicants; notifying existing staff of internal opportunities; maintaining personnel records; obtaining temporary staff from agencies.
- Pays employees by calculating pay; distributing checks; maintaining recorder.

- Administers student loan, medical insurance, savings bond, and disability programs by advising employees of eligibility; providing application information; helping with form completion; verifying submission; notifying employees of approvals.
  - Monitors unemployment claims by reviewing claims; substantiating documentation; requesting legal counsel review.
  - Orients new employees by providing orientation information packets;
  - reviewing company policies; gathering withholding and other payroll information; explaining and obtaining signatures for benefit program.
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  - Documents human resources actions by completing forms, reports, logs, and records.
  - Updates job knowledge by participating in educational opportunities; reading professional publications.
- **NGO Coordination Committee for Iraq 10th November 2014-31st December 2014.**

#### Duties & Responsibility:

- The main role of an accounting administrative assistant is to act as support for the accounting department of a company.
  - Accounting tasks, such as preparing checks, creating budgets, calculating billing statements.
  - Calculating billing statements, preparing and submitting tax forms, coding documents, compiling financial records and managing inventory records are also completed.
- **Hill International as HR Administrator 1st November 2013-06th November 2014**

#### Duties & Responsibility:

- Provides job candidates by screening, interviewing, and testing applicants; notifying existing staff of internal opportunities; maintaining personnel record; obtaining temporary staff from agencies.
- Administers student loan, medical insurance, saving bond, and disability programs by advising employees of eligibility; providing application information; helping with form completion; verifying submission; notifying employees of approvals.

- Monitors unemployment claims by reviewing claims; substantiating documentation; requesting legal counsel review.
  - Maintain human resources records by recording new hires, transfers, terminations, changes in job classifications, merit increases; tracking vacation, sick, and personal time.
  - Orients new employees by providing orientation information packets; reviewing company policies; gathering withholding and other payroll information; explaining and obtaining signatures for benefit programs.
  - Document human resources actions by completing forms, reports, logs, and records.
  - Updates job knowledge by participating in educational opportunities; reading professional publications.
  - Accomplishes human resources department and organization mission by completing related results as needed.
- **Hill International as Document Controller 17<sup>th</sup> September 2013- 30<sup>th</sup> October 2013.**

**Duties & Responsibility:**

- Monitoring processes.
  - Producing listening.
  - Setting up project filling systems.
  - Teaming up with other documentation group.
- **Organization of Iraqi Spanish businessmen International Relations officer 1<sup>st</sup> June 2013-30<sup>th</sup> August 2013**

**Duties & Responsibility:**

- Planning, developing and implementing PR strategies.
- Liaising with colleagues and key spokespeople.
- Liaising with and answering enquiries from media, individuals and other organizations, often via telephone and email.
- Researching , writing and distributing press releases to targeted media.
- Collating and analyzing media coverage.
- Writing and editing in-house magazines , case studies, speeches, articles reports.

- Preparing and supervising the production of publicity brochures , handouts,direct mail leaflets, promotional videos,photographs ,films and multimedia programs.
- Devising and coordinating photo opportunities.
- Organizing event including press conferences, open days and press tours.
- Managing and updating information and engaging with users on social media sites such as Twitter and Face book.
- Sourcing and managing speaking and sponsorship opportunities.
- Commissioning market research.
- fostering community relations through events such as open days and through involvement in community initiatives .
- Managing the PR aspect of a potential crisis situation.

- **Colosseum Co. Events organization and Management (Stockholm/ Sweden) as Event's Organizer 1st February 2007 – 30th December 2012**

Duties & Responsibility:

- Liaising with clients to ascertain their precise event requirements.
- Producing detailed proposals for events (e.g. timelines,venues , suppliers,staffing and budgets ).
- Agreeing to and managing a budget .
- Securing and booking a suitable venue or location .
- Coordinating venue management ,caterers ,stand designers, contractors and equipment hire.
- Organizing facilities for car parking,traffic control ,security ,first aid, hospitality and the media.
- Identifying and securing speakers or special guests .
- Planning room layouts and the entertainment programmed.
- Coordinating staffing requirements and staff briefings .
- liaising with marketing and PR colleagues to promote the event.
- Coordinating suppliers,handling client queries and troubleshooting on the day of the event to ensure that all runs smoothly.
- Post-event evaluation (including data entry and documentation).

- **Ishtar Co. Money Exchange (Stockholm / Sweden) as Customer Service 1<sup>st</sup> Service March 2009- 30<sup>th</sup> November 2010**

Duties & Responsibility:

- Administrate the daily cash on the safe.
- Do all the daily money transfer receipts.
- Money exchange process.
- Make sure that all the daily activities and process are entered on the Co. database.
- Answer all the phone calls and client's inquiry.
- Do the daily work plan and agenda.