

Mohammad Jamil Ahmad Woreikat

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Current address: Iraq-Kurdistan- Erbil

CAREER OBJECTIVE

I am looking for an appropriate opportunity to pursue my career in a company/ Organization that offers me challenging and good learning career journey and Satiability, in a way to healthy continue in building my skills, gain crucial hands on job experience in this field, and thus develop sound career prospects.

Work as a leader and part of a team so we can share our experiences, assume responsibilities, use my abilities and implement ideas to contribute to the development and growth of the organization.

CORE COMPETINCIES

HR General, Compensation & Benefits, HR Policies& Procedures, Talent Management, Talent Acquisition, HRMS, Learning & Development, HR Strategies, Team Leadership, Teamwork, Employee Relation, Time Management, Team Building, Initiative, creative.

Experience

Company: AlYasra General Trade Co. / Iraq- Erbil
From November 2013 – Present

AlYasra has three main companies working in Iraq (FOOD, Fashion, and Restaurants), in my role, I'm responsible for 2 companies (Fashion & Restaurants) with Total Head Count 250 Employee, and as consultant for the 3ed one (FOOD).

In general Manage all HR Activities for the whole country, (Talent Acquisition , C&B, Learning & Development, OD, Performance Appraisal, Employee Relation & HR Operation), in addition to Manage Admin & Public Relation.

Job Title: HR for Global Fashion Company & Global Restaurants Company.

*** Global Fashion Co. (Koton, ecco, Ontime,DKNY):**

1. Assist Country Manager to build the annual manpower budget in accordance with HQ HRD.
2. Restructure the organization charts for shops and departments for all positions in accordance with HQ HRD and Country Manager.
3. Manage Talent Acquisition & Recruitment process to ensure that candidates fits the requirements personality wise then coordinate with concerned managers for final technical interviews and selection.
4. Develop and conduct orientation program for all new comers upon joining company using the welcome package materials, and ensure effective implementation, and develop induction plan for new comers and track

implementation properly, Maintain probation period evaluation system in place for all new comers as per company policy and labor law.

5. Conduct the trainings Sessions for all employees for all Employees, soft skills training (ex. Time management, supervisory and team Management skills, coaching, communications, etc), and sales technical training (Sales Skills, Advance selling skills, Brand management & Knowledge...etc).
6. Participate in arranging, and conducting performance management system for all employees' levels, provide coach and support for all managers to keep system on track, and ensure that each employee has Personal Development Plan "PDP" in accordance with HQ HR Team and Country Manager.
7. Conduct exit interviews for all leavers and analyze the reasons behind, keep effective communication with all managers and HQ HRD to discuss the reasons and get solutions to avoid it in future
8. Follow up maintaining employees' records updated vs. HR & Payroll modules in accordance with Admin Coordinator.
9. Find solutions for accelerating administrative process related to visas, residences, passports, contracts, licenses and other legal formalities in accordance with PR Team.
10. Make sure that employees personal files are timely updated in accordance with Admin. Coordinator.
11. Build the Quarterly & yearly Company income tax declaration for all employees, and communicate it with Tax Department.
12. Share in any grievance or investigation required and edit the letters prove the incidents and decisions.
- 13- Make sure that loss prevention, Health & safety process applied well and according to the Regional Office instructions.

* Global Restaurants Co. (Texas Chicken)

1. Recruitment and resourcing by understanding needs of the business and resources needed and coordinating this with the centralized recruitment team.
2. Conduct Orientation for all new Joiners.
3. Ensure all administrative duties like personal files, records; references...etc are up to date.
4. Is a core part of the GRC Team and is expected to have a core understanding of its strategy and plans
5. Ensures that all GRC Objectives and KPIs for all employees in all positions, signed and filed into personal files.
6. Manage the payroll process in monthly biases, Execute monthly payroll and coordinate with Finance to ensure timely and accuracy remittance for employees per month, and Prepare monthly reconciliation report on total compensations.
7. Build the Quarterly & yearly Company income tax declaration for all employees, and communicate it with Tax Department.
8. Ensures full compliance with ALYASRA HR policy and timings all annual appraisals for GRC are conducted, discussions take place and forms are signed off.
9. Is expected to ensure that a TNA (Training Needs Analysis) is done after the appraisals have been completed and that these TNAs are discussed and services sought from the Training Office/Manager
10. Ensures all Exit interviews for GRC are conducted and recorded and that a quarterly report is prepared for ALYASRA Management to highlight key concerns and issues within the business.
11. Is the one window HR Contact for all GRC related employee issues and processes.
12. Any other duties or projects that may be highlighted from time to time.

13. Develop and review organizational structures at Companies levels ensuring consistency and unification.
14. Develop and review job descriptions for Companies ensuring that each title has a JD, and JDs are consistent and unified up the standard of ALYASRA
15. Develop the HR annual business plan and report to management on monthly, quarterly and annually on progress of the plan implementation and deadline meeting.
16. Report on annual basis about the total performance of the HR activities Companies and advice on proper solution or improvement as required and in consistence with the HR business plan objectives and achievement thereof

Company: TEEBA Investment co. (Subsidiary of International Dairy & Juice Company, JV of PepsiCo & Almarai Co.) from 2/3/2010 till 06/11/2013

Title: C&B Officer and HR ERP Admin. From 01/04/2011 till Nov2013

- Organize with HR dept. to ensure providing respective HR Manager timely support.
- Administrate the payroll for Contracted staff.
- Manage the payroll process for Teeba employees in monthly biases.
- Prepare monthly reconciliation report on total compensations to clarify the difference.
- Build the final compensation and severance allowance processes for employees leaves
- Execute monthly payroll and coordinate with Finance to ensure timely and accuracy remittance for employees per month.
- Assist HR Manager in participating in salary and benefit survey.
- Make sure that staffs list & payroll of all staff is up to date.
- Build the yearly Company income tax declaration for all employees plus expatriates report and discuss it with Tax department.
- Follow with Tax authorities on new issues of personal income tax and share it with employees promptly.
- Manage the new hires' compensation structure.
- Assist all activities related to HR or company events or any requests from HR Manager.
- Design, implement, and manage salary classification and compensation programs.
- Oversee competitive analysis, merit increases and salary structure.
- Build a solid Forecast budget for salary increases
- Give a proper advice and supports on salary increase requests.
- Support employees on state and federal employment regulations, collective agreements, benefits and compensation policies, personnel procedures and classification programs.
- Follow with the banks to make sure providing the Services for the employees.
- Build all reporting requirements of all relevant government rules and regulations, including the Employee Retirement Income Security.

-Act as Business project manager to implement HR Payroll Orion ERP system

Lead the HR Payroll ERP system plus implementing all the procedures and the functions that related to the HR payroll. Leading the project to success story. And I administrate the project sustain from system utilization and training, to build the following processes:

- Organizational Structure
- Employee Card/ Management
- Personal and Family details, document handling
- Contract management
- Positions and jobs
- Earnings/ Deductions
- Leave Management
- Attendance and Overtimes
- Loans and Advances
- Appraisals/ Disciplinary actions
- Income Tax

- Benefits and compensations
- Payroll Processing
- Payroll Reports and Queries
- Administrate payroll /accountant process on the HR Payroll system
- Support HR Admin for Sales & Supply Chain & Head for 850 employees.
 - **Acting role Compensation & benefit Manager to fulfil the following activities :**
 1. AOP Estimated Reports about the Employees Cost.
 2. Prepare a template of C&B Policies.
 3. Prepare all EMP. Payments.
 4. Prepare the Benefits summary for the new hired.
 5. Checked the Monthly salaries for all EMP.
 6. Check the contracts for the new hired.
 7. Prepare the monthly legal Deduction.
 8. Prepare the Org. Chart for as AOP.
 9. Support other dept with providing the EMP. Information.
 10. Prepare the EMP. Cost (accrual & Proposed)
 11. Checked the Yearly EMP. Tax and provided to the Tax Dept.
 12. Contact the bank to provide the best Payroll transfer Offers.
 13. Meet the Banks contacts to Expand, improve and work to agree on certain models, so as to facilitate our EMP. Transaction with banks.
 14. Check the monthly addition & Termination for Social security
 15. Prepare and update the yearly Social security Salaries for all EMP.
 16. Prepare self-service training at our payroll system to the admin staff in the company locations.
 17. Support the planning dept. with EMP cost reports and working with them for the long term plan.

Title: TEEBA HR Officer. From 01/11/2010 To 30/03/2011.

Title: TEEBA Payroll accountant/admin. From 01/06/2010 To 31/10/2010.

Title: TEEBA junior payroll accountant. From 02/03/2010 To 31/05/2010

Skills

- Ability to learn systems techniques and processes.
- Work under pressure
- Have the ability to teaching others in simple way
- Negotiation Skills & Good Listener
- Helpful, creative and calm.
- Good Communications Skills.
- Self Motivated.
- Microsoft office
- HR Skills

Education

Accounting Bachelors degree at AL-Hussain Ben Talal University in year 2009

References

- Jamil Ahmad Woreikat 00962 795533217
- Mohammed Hafejee (Regional HR Head- Clariant MEA, Was HR MEA MANAGER Pepsi Co.)
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