

# Labeeb Y. Taher

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## HR Management / Operations

**Snapshot:** Highly competent human resources management professional with strong academics and history of significant achievements in more than 7 years of distinguished career Extensive background in HR generalist affairs, including experience in employee recruitment and retention, employee development, performance appraisal & development, conflict resolution, HR operations, payroll and compensations management.

## Career Summary

- Dynamic professional with over 5 years of rich experience in HR functions. Expertise in delivering sustained organizational growth in dynamic environments, establishing structure, building employee value, driving vision and achieving critical strategic goals.
- Competencies in managing entire range of HR functions – HR operations, manpower planning & budgeting, sourcing & recruitments, payroll management, compensation management, grievance handling, policies formulation, performance management and training & development.
- An intrinsic communicator with exceptional interpersonal and relationship management skills with an ability to maintain cordial relations with a wide section of people.

## Core Expertise:

Human Resources Operations / Recruitment & Selection / Employee Relations /  
Compensations & Benefits / Payroll Management

### ❖ **CNPC Bohai Drilling Engineering Company Limited – Iraq Branch**



#### **HR Specialist (Nov. 2013 up to May 2018)**

##### **Key Responsibilities**

- Partnering with hiring managers to determine staffing needs
- Screening resumes
- Performing in-person and phone interviews with candidates
- Administering appropriate company assessments
- Performing reference and background checks
- Making recommendations to company hiring managers
- Coordinating interviews with the hiring managers
- Following up on the interview process status
- Maintaining relationships with both internal and external clients to ensure staffing goals are achieved
- Communicating employer information and benefits during screening process
- Staying current on the company's organization structure, personnel policy, and federal and state laws regarding employment practices
- Serving as a liaison with area employment agencies, colleges, and industry associations
- Completing timely reports on employment activity
- Conducting exit interviews on terminating employees
- Coordinates health, life and disability insurance

### ❖ **CPECC China Petroleum Engineering & Construction Corporation**



#### **HR Specialist (June 2018 up to December 2019)**

##### **Key Responsibilities**

- Partnering with hiring managers to determine staffing needs
- Performing in-person and phone interviews with candidates
- Administering appropriate company assessments
- Performing reference and background checks

- Making recommendations to company hiring managers
- Coordinating interviews with the hiring managers
- Following up on the interview process status
- Maintaining relationships with both internal and external clients to ensure staffing goals are achieved
- Communicating employer information and benefits during screening process
- Staying current on the company's organization structure, personnel policy, and federal and state laws regarding employment practices
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- Coordinates health, life and disability insurance

❖ **ABG ALBILAL GROUP – General Contracts Co. Ltd**



**Admin Manager – ZMDEI Project (Jan. 2020 up to Sept. 2020)**

**Key Responsibilities**

- Following up the daily activity with construction team and supervisors.
- Coordinate the meeting with the client by sharing the right schedule.
- Prepare and send the daily activity report to the client as required.
- Manage the relations between the labor staff and supervisors.
- Arrange the necessary needs to the accommodation camp such as water and food purchasing.
- Making the purchasing orders for the items to be used during construction day activity.
- Control the budget of the equipment rental.
- Prepare the daily worker salary sheets in order to submitted to financial.
- Assist the project manager to get along with all activities and procedures of the construction.
- Record the attendance of the company rotational crew (engineers, accountants, supervisors)

## Education

- ✎ **BSc Computer science** \ Al-Mustansiriyah University (2007-2010) college of education.

## Personal Details

- ✎ **Date of birth:** 14 Jan 1990
- ✎ **Languages:** English & Arabic
- ✎ **Nationality:** Iraqi
- ✎ **Marital Status:** Married
- ✎ **Address:** Iraq – Baghdad

## References

- ✎ Furnished upon request.

- ✎ I hereby declare that to the best of my knowledge and belief, all particulars I have given are complete and true. For further clarifications or inquiries, please do not hesitate to get in touch with me on the provided contact details mentioned on this CV.