

Mohammed Qussay Tarik

Personal Detail

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Marital Status: Married

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Address: Al Mammon District, Al-Qadsyia neighborhood, Baghdad, Iraq

Education

University of Technology, Baghdad Iraq (2010-2014)

Bachelor of Civil Engineering. (Structural Eng. Major)

Experience

HR Talent Acquisition & Employee Engagement Specialist (Feb 2019-Jan 2021)

Al-Tawasul Al-Iraqia Co. (F.M.C.G Company)

- Complete the JD for all our current job title within Tawasul Group Structure.
- Revise and Implement proper hiring process according to talent acquisition SLA's and KPI's compliance with labor law, efficiency and quality deliverables, also create regular recruitment dashboard and create Talent Acquisition up to date Policy.
- Improve quality, recruitment lead time, onboarding and control in addition of having solid governance over internal transfers including interviews.
- Manage the required assessment based on Tawasul group policies and procedures, Also; create and maintain Talent Acquisition database.
- Enhance and implement the onboarding of the new joiners within Tawasul Group within the applied policies and procedures.
- Conduct Job Fairs for Al Tawasul Al Iraqia Group.
- Manage Internship Program for Tawasul Group on yearly basis.

HR specialist

(Jun 2017-Feb 2019)

UR Airlines Company

- **Design an electronic and hard copy personal filing system including technical, administrative and all human resource related documentation.**
- **Prepared all payroll related documentation and created easy to access personal documentation.**
- **Archived confidential personnel files for Flight Crew and office staff of the company.**
- **Preparing time sheets and tracking employee's leaves, vacations and absence.**
- **Prepare Job description for all company positions.**
- **Hiring process through helping in recruiting the staff in various specialties, job advertisement on the Web sites, reviewing and shortlisting resumes, performing telephone interviews, reference checks and ensuring the Crew hiring process conform to Iraqi civil aviation laws and regulation.**
- **Conducted training for incoming staff and the expatriate crew including (Ethics Training, Respect for individuals, performance appraisal, tour of the office, explanation of how to work with Contracts, Finance, company procedures and regulations, etc.).**
- **Worked with the other departments to identify staffing needs.**
- **Coordinate with the management to organize the meetings of the company.**
- **Tracking the crew in the company system (LEON system) to count the flight hours to avoid the exceeding of the limits and the coordinate flight crew rotation.**
- **Liaise with the Iraqi civil aviation regarding any changes in their regulation in order to apply.**
- **Coordinated and processed staff's evaluations and pay raise in a timely manner.**
- **Handling the issue of validation and the health check for the flight crew.**
- **Follow up with visas, visa renewals and its expiry date for the expat crew to avoid the penalties.**
- **Following the booking of the tickets procedures for the expat crew.**
- **Reviewed and summarized the Iraq labor law, Civil Aviation law and provide brief on the laws to the company senior leadership.**
- **Responsible of the drivers and unskilled labor in the company.**
- **Prepare monthly report to the management.**

HR Officer

(Mar 2016-Jun 2017)

SWEN International Company

- Deploying, maintaining and developing a human resources system that meets company needs.
- Recruits, posting advertisement, interviews and helping in selects employees to fill vacant positions.
- Training session and orientation program for company policy and procedures for new employees.
- Compiling and assembling a wide range of reports related to payroll.
- Participate in routine management meetings and prepared the necessary reports.
- Tracked adherence to office hours including comp-time and overtime work.
- Tracking staff attendance, leaving and record all the data in time sheet.
- Updated staff records for Annuals and Sick Leave for the employees.
- Provided support in general office work related to the HR Department.
- Collected and reviewed medical receipts and invoices submitted by employees and prepared the required forms and spread sheet required by HR and payroll system.
- Applying new Archive systems for the company and staff files.
- Developed and updated the Organization Chart for all staff departments in the organization using Microsoft programs.
- Prepare weekly, monthly and quarterly report to the HR manager.

Technical Office / HSE Engineer

(Dec 2014-Mar 2016)

Tefirom Construction Company (Turkish Construction Company).

- **Technical office work:**
 - Prepare the Daily report
 - Official letters and E-mails to the client and the Company HQ.
 - Prepare the Inspection and Submittals.
- **Health and Safety Engineer:**
 - Oversee and ensure the safety of employees, subcontractors, and general public
 - Enforce corporate and project specific safety and health programs.
 - Assist in development and coordination of project specific safety program.
 - Identify known/potential exposures and recommend corrective action.
 - Report project specific safety performance and future plans.

- Work closely with field supervision to plan more complex safety aspects of the project construction including critical lifts, hazardous material handling, etc.
- Coordinate third party safety reviews including OSHA.

Assistant Manager

(June 2014-Dec 2014)

Taj Hallab construction Company

Highway and bridge construction services with 8 mega projects portfolio

- Supervision of daily operations for staff and company's representative to the clients (government bureaus).
- Closely monitor and supervise the projects and collaborate with the resident engineer for technical requirements.
- Monitored and recorded company expenses and maintained the general ledger.
- Reviewed and approved construction invoices and overseeing payments
- Worked with project managers and construction administrators reviewing costs and codes for payment requests.
- Prepared weekly administrative reports for presentation to the general manger.
- Managed the internal and external mail functions.
- Prepared and managed project invoices and payment schedules
- Assisted with procedures for bids, proposals and contract administration; participated and represented the company in bids conference.
- Reviewing Requests for proposal of all potential bids and determining if it meet the criteria of our scope of work.
- Prepared, reviewed, negotiated and finalized documents through legal requirements for official reports and Correspondence.

Company Representative for Directorate of Residency Affairs (Part Time)

ManTech Advanced Systems International Inc.

(2018-2020)

Volunteer work

(2014 -2018)

Iraqi Builders Organization

Helping in building and providing shelters and houses for the poor families, also provide medical care to the people who suffered poverty.

Languages

Arabic (Native Speaker).

English (Excellent level).

Professional Training

- Training for using Surveying instrument (Total Station) at University of Technology from 9th August 2015 to 14th August 2015.
- Summer Training at Baghdad Municipality in Civil engineering principles from June 2013 to August 2013.
- Summer Training at Ministry of Trade in Civil engineering principles from June 2012 to Aug 2012.

Skills

- Good communication and teamwork skills.
- Excellent organization skills.
- Ability to work under pressure and meet the deadlines.
- Microsoft Programs (Word, Excel, Power point, Outlook and Access).
- Knowledge in Iraqi labor laws and Social security laws.
- Knowledge in Iraqi Civil Aviation rules and regulation.
- STAAD- Pro (Civil engineering program).
- Surveying (Level, Theodolite, and Total station).
- Safe (Civil engineering design and analyzing Program).
- AutoCAD (Civil engineering program).

Activities

- Attending seminars discussing the Iraqi labors laws and Civil Aviation laws.
- Design and analyzing building using SAFE program for the graduation project.
- Participating in Young Entrepreneurs Competition organized by Mohammed Bin Rashid establishment for Young Business Leaders in 2009 at Dubai.