

Hayder Nassir

Human Resources and Administration Manager

Personal Information

Full Name :Hayder Mohammad Ali Nassir
Date of Birth : 03 April, 1985
Place of Birth: Muthanna Province, Samawa City, Iraq
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Contact Information

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Professional Summary

Dedicated professional person with 13 years of experience in handling -on personnel management experience and business related academic knowledge that blends seamlessly into a position such as Human Resources Manager. Adept at addressing sensitive issues and maintaining the strictest of confidentiality. Particularly organized and efficient with a flair for prioritizing. A self-motivated with a passion in Human Resourcing and administration field where I can utilize proven people-oriented skills to develop and promote a positive work environment.

Core Qualifications

Personnel Management
Resolution
Eye for detail

Interpersonal Skills
Business Knowledge
Strategic Planning

Organized and Efficient
Interpersonal skills
Social media and Networks

Diplomatic Conflict
Competitive
Negotiation Skills

Work Experience

2017 – 2018

Human Resources and Administration Manager

Saman Cement Company Ltd

- Developing and administering human resources plans and procedures that relate to company personnel
- Planning, organizing, and controlling the activities and actions of the HR department
- Contributing to the development of HR department goals, objectives, and systems
- Implementing and revising a company's compensation program
- Creating and revising job descriptions
- Conducting annual salary surveys
- Developing, analyzing, and updating the company's salary budget
- Developing, analyzing and updating the company's evaluation program
- Developing, revising, and recommending personnel policies and procedures
- Maintaining and revising the company's handbook on policies and procedures
- Performing benefits administration
- Maintaining affirmative action programs
- Overseeing recruitment efforts for all personnel, including writing and placing job ads
- Conducting new employee orientations and employee relations counseling
- Overseeing exit interviews
- Maintaining department records and reports
- Participating in administrative staff meetings
- Maintaining company directory and other organizational charts
- Recommending new policies, approaches, and procedures

2011 – 2017

Human Resources and Admin Manager

Al Douh Cement Company Ltd

- Develop and implement HR strategies and initiatives aligned with the overall business strategy
- Bridge management and employee relations by addressing demands, grievances or other issues
- Manage the recruitment and selection process
- Support current and future business needs through the development, engagement, motivation and preservation of human capital
- Develop and monitor overall HR strategies, systems, tactics and procedures across the organization
- Nurture a positive working environment
- Oversee and manage a performance appraisal system that drives high performance
- Maintain pay plan and benefits program
- Assess training needs to apply and monitor training programs
- Report to management and provide decision support through HR metrics
- Ensure legal compliance throughout human resource management

2009 – 2011

Team Leader and Sr. Trainer

USAID Tijara Program

- Create an inspiring team environment with an open communication culture
- Set clear team goals
- Delegate tasks and set deadlines
- Oversee day-to-day operation
- Monitor team performance and report on metrics
- Motivate team members
- Discover training needs and provide coaching
- Listen to team members' feedback and resolve any issues or conflicts
- Recognize high performance and reward accomplishments
- Encourage creativity and risk-taking
- Suggest and organize team building activities
- Lead team groups in surveying process to reach to Organization goals
- Represent the organization in meetings ,conferences , sessions
- Implement other duties as required

2007 – 2009

Admin Finance Specialist

- RTI Organization
- Monitors alarms, security systems and radio/telephone traffic, responding as needed
- Be aware of potential adverse publicity and report this to the Head of Communications and Leadership Team, along with recommended course of action
- To be aware of any potential security situation and able to deal with it and with other dangerous circumstances.
- Support and provide help for the provincial LGP staff whenever needed
- Building fair relationships with the government officials, policemen, national security, PC members and other people in the province
- Daily and Weekly reports to the hub office
- Prepare and make sure that everything is running correctly regarding the property book records
- Following up on the security needs.
- Coordinate the event such conferences and meetings with the government officials

2006 – 2007

Admin and Database Manager

UNICEF Organization

- Maintains administrative staff by recruiting, selecting, orienting, and training employees; maintaining a safe and secure work environment; developing personal growth opportunities.
- Accomplishes staff results by communicating job expectations; planning, monitoring, and appraising job results; coaching, counseling, and disciplining employees; initiating, coordinating, and enforcing systems, policies, and procedures.
- Provides supplies by identifying needs for reception, switchboard, mailroom, and kitchen; establishing policies, procedures, and work schedules.
- Provides communication systems by identifying needs; evaluating options; maintaining equipment; approving invoices.
- Purchases printed materials and forms by obtaining requirements; negotiating price, quality, and delivery; approving invoices.
- Completes special projects by organizing and coordinating information and requirements; planning, arranging, and meeting schedules; monitoring results.
- Provides historical reference by developing and utilizing filing and retrieval systems.
- Improves program and service quality by devising new applications; updating procedures; evaluating system results with users.
- Achieves financial objectives by anticipating requirements; submitting information for budget preparation; scheduling expenditures; monitoring costs; analyzing variances.
- Maintains continuity among corporate, division, and local work teams by documenting and communicating actions, irregularities, and continuing needs.
- Maintains professional and technical knowledge by attending educational workshops; benchmarking professional standards; reviewing professional publications; establishing personal networks.
- Contributes to team effort by accomplishing related results as needed.

2005 – 2006

Logistic Officer

UNHCR Organization

- Manage logistics operations including all logistics assets in order to ensure timely and cost-effective delivery of WFP cargoes
- Ensure that all staff are adequately trained, cross trained and identify any additional training needs to achieve high working standards
- Coordinate and provide logistics support to ongoing air, land, sea or rail operations in the area
- Establish reports based on logistics movements and distribute them according to requirements
- Identify, mobilize resources, implement and report on special logistics operations
- Ensure that accurate and complete accounting, reporting and internal control systems are functioning and that all relevant records are maintained
- Ensure effective commodity management and quality control
- Ensure adequate logistics preparedness through contingency planning and continuous logistics preparedness reviews
- Coordinate logistics operations with other organizations in the area; Support logistics staff in other offices
- Supervise staff as required.

2004 – 2005

Admin Assistant

ACTED Organization

- Answer and direct phone calls
- Organize and schedule appointments
- Plan meetings and take detailed minutes
- Write and distribute email, correspondence memos, letters, faxes and form
- Assist in the preparation of regularly scheduled reports
- Develop and maintain a filing system
- Update and maintain office policies and procedure
- Order office supplies and research new deals and suppliers
- Maintain contact lists
- Book travel arrangements
- Submit and reconcile expense reports
- Provide general support to visitors
- Act as the point of contact for internal and external clients
- Liaise with executive and senior administrative assistants to handle requests and queries from senior managers

Education

Bachelor of Business Administration – University of Baghdad 2004 – 2008

Bachelor of Science – Biology - University of Muthanna 2008 – 2012

Languages

- Arabic Fluent in Reading , Writing and Speaking (Mother Tongue)
- English High Ability in Reading ,Writing and Speaking

Trainings & Certificates Awarded

- TOT Certified by UNICEF about Human Recourses
- Certificate of appreciation certified by INTERSoS about Violence against Gender
- TOT Certified by USAID about leadership skills
- TOT Certified by RTI about Ethics of work
- TOT of Projects management from USAID –Tijara Project
- TOT Certified by USAID about training the trainees
- TOT Certified by IREX org. on Media training
- Human Resourcing Management certified by Lafarge Cement Company

INTERESTS

1. Reading
2. Painting
3. Swimming
4. Travelling