



RAMY ARAB

CONTACT

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PROFILE

Senior HR Officer 7 years of experience

A highly competent, motivated and enthusiastic with experience of working as part of a team. Well organized and proactive in providing timely, efficient and accurate data support to office managers and work colleagues.

Approachable, well presented and able to establish good working relationships with a range of different people. Possessing a proven ability to generate innovative ideas and solutions to problems.

LANGUAGES:

Arabic: Native

English: fluent

WORK EXPERIENCE

EXPERIENCE

HANDICAP INTERNATIONAL

HR-Admin Officer

April 2018-July 2020



RESPONSABILITIES AND TASKS DESCRIPTION

Recruitments Management

- Ensure and respect the use of the official HI forms of the recruitment procedure in the base
- Screen the CVs and Prepare the Short List for the recruitments
- Conduct all interviews for the recruitments in base
- Supervise the full recruitment process and propose any improvements

Staff Induction Process

- Maintain the induction presentation up to date
- Provide general administrative/HR briefing to new employees

Human Resource Management

- Ensure that all staff is providing the required documents to HI, and the personnel files of the staff are updated (info sheet, resume, ID... Etc.).
- Develop, Implement and maintain effective office administrative systems and procedures whilst ensuring that controls are monitored and reinforced.

Disciplinary processes

Support the management in any disciplinary measures taken toward any employees: preparation of the forms, providing understanding of the situation and the cultural background, assist and advises during interviews and decisions.

Salary and taxes / Payroll Management

Prepare the mission monthly payroll or / And support the preparation. Ensure compliance of HR policies and procedures with the local labour Law, Tax and Social Security Legislation and HI policies in the base. Control and Centralize attendance sheets and leaves requests in Base

INDUSTRY KNOWLEDGE

Research
Social Media
Administration
Insurance
Government
Oilfield

SKILLS

Teamwork
time management
recruitment
HR
Immigration law
Design employee benefits

REFERENCES

Available upon request

BOHAI DRILLING ENGINEERING COMPANY



Senior HR Officer
Jun 2012-october 2017

RESPONSABILITIES AND TASKS DESCRIPTION

Salary and taxes / Payroll Management

- ◎ Prepare the Company monthly /Shift payroll or / And support the preparation.
- ◎ Ensure compliance of HR policies and procedures with the local labor Law, Tax and Social Security Legislation and BHDC policies in the base.
- ◎ Control and Centralize attendance sheets and leaves requests in base.
- ◎ Prepare and Calculate the social security insurance for national staff.
- ◎ Coordinate with Labour officer regard the recruitments.

Disciplinary processes

- ◎ Support the HR Manager in any disciplinary measures taken toward any employees: preparation of the forms, providing understanding of the situation and the cultural background, assist and advises during interviews and decisions.
- ◎ File all the elements concerning disciplinary measures and keep all the data confidential.

Prepare Document for Iraqi Visas and Coordinate with MOO

- ◎ Prepare all the support document related to VISA
- ◎ Submit all Visa Requests to the Ministry of Oil
- ◎ Follow-up and Coordinate with Ministry of Interior regard the entry Visa for the expat.

Recruitments Management

- ◎ Ensure and respect the use of the official BHDC forms of the recruitment procedure in the base.
- ◎ Coordinate with Oil companies (Labour Department) for receiving the CVS from them.
- ◎ Screen the CVs and Prepare the Short List for the recruitments
- ◎ Conduct all interviews for the recruitments.
- ◎ Supervise the full recruitment process and propose any improvements
- ◎ Build & manage a strong/accurate database for more than 400 employees.
- ◎ Perform other tasks as requested by supervisor.