



**Aseel Saad**  
**HR Team leader**

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A professional with over 6 years of experience in Communication services including a broad range of management skills along with management and supervision of workers. Other major strengths include, but not limited to; managing the personnel, project schedules, HR issues and reporting project progress to upper management.

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**SUMMARY:**

- Well versed in the English language; reading, writing and speaking (Arabic is native language)
  - Translation of documents between English and Arabic.
  - Strong administrative background in reporting and presenting technical calculation readings and requirements
  - Solid communication, organization, and problem-solving skills
  - Ensuring that all tasks meet contract requirements
  - Demonstrated leadership and team building capabilities
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**EXPERIENCE:**

**METTCO from May 2017 to Present**  
HR Team Leader

- Manage Hiring and recruiting Process.
- Update and control employee job Descriptions.
- Control Payroll calculations and Social Security.
- Coordinate with HR Department in the head quarter all issues related to policies, procedures, rules, new laws....etc.
- Maintain the Internal training sessions.
- Lead HR team and assign / control their tasks.
- Coordinate with the concerned Departments/Employees to register company's Baghdad branch in official authorities.
- Register the Company's employee in Social Security Authorities as per Iraq labor and Company's policies.
- Ensure METTCO data and records are legal and in line with SSI and Taxation authorities laws.
- Provide the Management with all required reports.
- Present HR department in any needed meeting.
- Finalize & Maintain yearly appraisal for the employees.

**METTCO from Jun 2013 to April 2017**

HR Executive /IRAQ

- Handling HR day-day tasks, to include assisting HR Manager with interviewing new candidate, conducting relevant background checks, and recruiting new personnel from different Iraqi areas, mainly Baghdad, Basra, Erbil, and any other provinces.
- Preparing the employees documents for all new hire candidates.
- Safety of personnel and products as a priority.
- Communicate effectively and efficiently with management, clients and other company departments
- Maintain reports and data for analysis and evaluation
- Conducted on the job training to employees.
- Booking tickets and preparing the visa documents for non-Iraqi stuff.
- Authorized employee to work on the MenaMe system which is include the (Payroll, Vacation, Asset Tracking, Training schedules, Personal information for all company employees).
- Control for all company sheet like (Master list, IT materials tracker, Electronic Items).
- Follow up the daily attendance with all company branches.
- Answering phone calls, dealing with enquiries and provide general information to job applicants regarding HR procedures.
- Making sure that all employee records are accurate and well maintained.
- Organizing induction ceremonies and training for new staff.
- Updating both manual and electronic personnel records when an employee's personal details change.
- Checking all records to ensure they conform to the requirements of the data protection act.

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**Competencies:**

- Fully aware of the Data Protection Act.
- Experience of working with and handling confidential data.
- In depth understanding of employment law legalization.
- Able to maintain high standards of work and meet deadlines.
- Can accurately enter sensitive computer data and update manual records.
- Have previously developed a central database for all of a company's relevant HR documentation.

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**Trainings:**

- ISO 9001-2015
  - OSHAS 18001-2007
  - First aid training
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**Education:**

**Computer Science, Ibn Al-Haitham University, 2011-2012.**

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**Birthday: 13/08/1990**

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