

ZAINAB AL-ALI

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PROFILE

Human Resources Generalist with 2 years of experience assisting with and fulfilling organization staffing needs and requirements. Aiming to use my dynamic communication and organization skills to achieve your HR initiatives. Possess a BA in Human Resources Management and a Professional in Human Resources certification.

EXPERIENCE

BRITISH INSTITUTION

human resource management and administration (2016 - present)

- Register the student
- Editing and reviewing contracts
- Responsible for salaries and accounts

Chemical Engineer (2015-2016)

- chemical tester
- administration
- writing reports and working reexamine the tests

SPARK ENGINEERING LAB

Chemical Engineer (2015-2016)

- Emailing
- administration
- writing reports and in charge of the invoices

GULFSTAR FOR CUSTOMS CLEARANCE

SKILLS

- Performance and availability optimization
- Superb typing skills
- Proficient with Human Resource Management Systems Workday.
- Skilled in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint).

EDUCATION

UNIVERSITY OF BASRA

College of Science / Department of Chemistry

U.S DEPARTMENT OF STATE AND TASAWI PROGRAM

business English and computer (Feb.11,2017)

PROFESSIONAL SKILLS

- Exceptional communication and networking skills.
- Successful working in a team environment, as well as independently.
- The ability to work under pressure.
- Multi-task.
- The ability to follow instructions and deliver quality results.
- Excellent leadership skills.
- Decisions Maker.
- Strong Analytical Skills.

CERTIFICATION

CERTIFICATE OF ACHIEVEMENT

**business English and computer course for exceptional
Iraqi woman / U.S DEPARTMENT OF STATE (Feb.11,2017)**