

Ali Khalil Ibraheem

Telephone : 0773 509 6989
0750 550 2757

Mali: aliibraheem79@gmail.com

Address: Iraq , Baghdad



CAREER OBJECTIVE

Aspiring for challenging assignments in human resource management with an company where skills in recruitment ,training and performance management can be utilized to improve the . company's performance

Presently looking to progress a career within the HR industry by joining a exciting and ambitious company that rewards ability and hard work..

PROFILE SUMMARY

- A dynamic HR professional with over 4 years of rich resourcing and development Recruitment Employee welfare , and performance Management .
- Proven ability in integrating the human resource functions within the business operating strategy.
- Experience in department restructuring ,start-ups and high growth operations .
- Adept at handling employee grievances and people management .

CORE COMPETENCIES

- MIS Reports .
- Staffing Requirements .
- Employee Relations .
- Training and Labor Law .
- Operations Management .

Education

❖ Education level :

1999-2003 **Bachelors Degree** : Al-Mansour University College (Computer Science)

2010 – 2014 **Bachelors Degree** : University of Baghdad (fine Arts , cinema) .

Training Course

- 35 training hours in English language (IACCI)- Baghdad , Iraq .
- A course in human resources from the Canadian International Center .
- 24 commercial training hours in brother company (producer) UAE-Dubai .
- Valid Driving license .

Work Experience

❖ **Human Resources Coordinator**

The Company's name : technostar Co.

Location : Baghdad – Al Karrada city .

2014 – 2018 : worked as Human Resources Coordinator at technostar company

(Company Profile) : official and exclusive agent in Iraq For international companies

1-(brother co.): Specialized in the sale of black and white laser printers, color inkjet printers, faxes and multifunction devices.

2- (Konica Minolta co.): specializes in imaging products, including photocopiers, laser printers and digital printing systems for the production printing market. Konica Minolta's Managed Printing Service manufactures optical devices, including lenses and an LCD screen; medical imaging products and graphics, such as X-ray image processing systems, color check systems, X-ray films.

3- (Sbm co.) : Specialized in manufacturing and selling cash counting machin.

Duties and Responsibilities :

- Replying to job applicants in a professional manner.
- Advising senior managers any HR decisions.
- Rewarding employees for their performance, attitude and skills.
- Developing personnel policies and processes.
- Organising employee training programs.
- Inter facing with senior Management teams for implementing HR Policies in line with the organizational goals.
- Promoting equality policies.
- Conducting employee exit interviews and getting feedback from staff who are about to leave the company.
- Keeping accurate employee records.
- Organising work flow so that the office runs at maximum efficiency.
- Identifying employees who need extra training that will teach them how to properly carry out their duties.
- Taking instructions from senior managers.
- Consulting with senior management regarding special issues.
- Managing employee benefit programs.

- Writing up adverts that will attract the best and brightest candidates.
- Having telephone interviews with job applicants.
- Having face to face interviews with job applicants.
- Making sure that employees are paid the correct amount and on time.
- Carrying out routine administrative and clerical duties .
- Overseeing the preparation and distribution of interview packs.
- Ensuring that all HR staff handle employee personal data in a professional and confidential manner .
- Assist with day operations ones of the HR functions and duties .
- Writing informative job descriptions.
- Negotiating advertising rates with newspapers & online job boards & then placing job adverts with them.
- Providing guidance to work colleagues and senior company management on all employment matters .
- Preparing regular reports on recruiting efforts and activities.
- Answering phone calls, dealing with enquiries and provide general information to job applicants regarding HR procedures .
- Travelling to and attend recruiting events and conferences with the team.

Marketing & Sales Planner

Company's name : technostar Co.

Location : Baghdad – Al Karrada city .

2011 – 2014 : worked Marketing & Sales Planner

❖ **Employee in the Department Public Relations**

The Company's name : IQ Network Co. (A telecommunications company based in Sulaymaniyah and worked in its branch in Baghdad)

Location : Baghdad – AL Mansour city .

2008-2011 : Worked in as Employee in the Department Public Relations

❖ **Executive Sales**

The Company's name : Iraqna Telecom

Location : Baghdad - AL Mansour city

2004-2006 : worked as Executive Sales

❖ **Executive Manager**

2000 -2004 Activities: Worked concurrently during college as Executive Manager
Worked in the field of importing and selling auto parts .

Because I have the experience and passion for many years in this area where I work to import used and damaged cars and dismantled with new car parts .

Additional Skills

Computer knowledge

- MS Office (Word , Excel , PowerPoint, Access, Outlook) .
- Good experience in Print-shop and other designing programs.

Language Skills

- Arabic : Mother Tongue, Excellent Command-Speak , Write & Read (Able to do official / letter correspondences) .
- English : Read , Write and Speak .

Organizational & Planning skills

- Collecting of reports and bids .
- Good organization of work .

Resolving of Problems

- Acquired negotiation and leadership skills through the contact with managers and dealing with diplomatic way to overcome facing problems for good results .
- Consistently required to use my problem solving skills in daily work and during events

People/Relationship Management

- Proven ability to build and sustain profitable relationship with both colleagues and managers .
- Trustworthy and capable of working in highly confidential environments .
- work under pressure .