

Dania Muhammad

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Summary:

Passionate full time HR Talent with over 4 years extensive experience, completing reference checks, preliminary phone interviews, job advertisement preparation, recruitment assistance and the like. Highly skilled in performing human resource functions for personnel matters impacting business decisions. I am extremely proficient in creating, managing and administering HR systems, aligning policies and procedures with compliance laws. I have proven record of maintaining department's data integrity. Possess positive attitude, strong organizational skills and attention to detail with accuracy.

Professional Experience:

- **Title:** Logistics, Procurement Specialist & HR Specialist **May 2016 to Present**
Company: Dar Al-Hejaz Company for Import and Export

Responsibilities:

1- Logistics (May 2016 – October 2016):

- Directly involved with all imported goods received into the country of destination. The principle function is to ensure all necessary paperwork is complete and legally acceptable to Customs to allow clearance and entry into the country.
- Obtain charges and cargo release details from freight forwarding agents and shipping lines.
- Responsible for ensuring any payments due are made in advance of any shipment as required and process all payments and raise necessary paperwork for accounting purposes in line with company requirements.
- Arrange the release and transportation of goods received to cargo importers.
- Liaises daily with external agents and clients to ensure the smooth and efficient discharge of their duties.

2- Procurement Specialist (October 2016 – March 2016):

- Negotiate, analyze and compare prices and costs among various vendors to make sound purchasing decision.
- Maintain accurate auditable records of all procurement process which result in high process compliance.
- Follow and execute procurement department policies, authorities and processes.
- Creates purchase orders and follow up on approval & acknowledgment, make sure that the PO from vendors match our requirement and prices, check manufacturing finishing dates.
- Prepare timely and accurate management information covering aspects of stakeholder engagement in the procurement process lifecycle which result in effective performance management and delivery of required outcomes.
- Coordinate with the related parties in regards of catalogue updates.
- Checks the invoices for accuracy, matching and authorizes the accounts payable department to issue payments.
- Support logistic team when needed.
- Perform other tasks related to the job title as directed by the supervisor and management.

3- HR Specialist (March 2016 – To Present):

- Carry out all recruitment processes including head-hunting, reaching potential candidates by telephone/email, applicants' resume screening, interviewing applicants, processed background checks, shortlisting and finalizing hiring.
- Manage and process monthly payroll for 100 salaried/hourly employees.
- Provide advice to employees regarding remunerations and salaries and promotions and benefits.
- Promote equality and diversity to ensure a well-balanced workplace environment.
- Manage and coordinate employee training and development programs.
- Conducting staff performance evaluations and writing assessment reports.

- **Title:** Data Entry, Data Processing & Archiving
Company: Korek Telecom

October 2013 to March 2016

Responsibilities:

- 1- Data entry:** include collecting and entering data in databases and maintaining accurate records of valuable company information. Our ideal candidate has essential data entry skills, like fast typing with an eye for detail and familiarity with spreadsheets and online forms.
- 2- Data Processor:** carries out the actual processing of the data under the specific instructions of the data controller that would enable the data controller to gather personal data easily.
- 3- Archivists:** responsible for assembling, cataloguing, preserving and managing valuable collections of historical information. Archivists work with a wide variety of public and private sector organizations, and once qualified, may move between a variety of organizations, roles and specializations.

- **Title:** Sales Admin, Operations specialist & HR Officer

May 2011 to October 2013

Company: Qamar Al-Rabee Company for General Contracting & Surprising Engineering Company for General Trading

Responsibilities:

1- Sales Admin (May 2011 – October 2011):

- Prepare Weekly stock report and present it to the sales manager.
- Search in all available tools on tenders and report them to the Sales manager.
- Conduct customer satisfaction survey and report the data to the sales manager.
- Monitors the account receivable for customers and reports any occurring problem in checks or credit to the Sales Manager on a daily basis.
- Helps in any open market campaigns.
- Issue any circulars related to the Sales Department.
- Daily sales report / channel / region /flag ship models.
- Prepare technical and commercial submittals.
- Follow up over account team to match the needful requirements.
- Arrange price list and quotations.
- Performs other duties as and when requested by the direct and manager and within the scope of role.

2- Operations specialist (October 2011 – October 2012):

- Cooperate with sales team and other departments to meet Sales department deadlines, resolve problems, and manage the work load.

- Provide a time management/diary service for the sales manager, to ensure that the sales manager is able to attend all key meetings, and have appropriate time set aside to achieve key tasks.
- Take initiative to identify and deal with problems/issues that arise on behalf of the sales manager to facilitate smooth running and continuity of the sales operations.
- Make travel arrangements in a cost-effective manner, to make most efficient use of staff's time.
- Support the department through undertaking ad-hoc tasks which will assist in achieving business objectives.
- Support the sales manager in implementation of sales policies
- Follow up with the other departments to ensure the compliance with the sales policies.
- Recommend to sales manager standard operations procedures to run the business smoothly and effectively.
- Monitor performance against targets and report it to sales manager.
- Monitor Sales budget, daily/ monthly spending for the yearly planning and forecasting.
- Perform other tasks as requested by the direct manager.

3- HR Officer (October 2012 – October 2013):

- Communicated with management for creation, refreshing and/or interpreting policy changes.
- Provided administrative support for all HR functions, including filing, copying, general correspondence and support/preparation for meetings, training and orientations.
- Promote equality and diversity to ensure a well-balanced workplace environment.
- Create, organize, update and maintain personnel files and the HR database.
- Enhanced employee relations by organizing teambuilding exercises on a regular basis, resulting in increased motivation.

Professional Skills:

- Oral and written communication skills.
- Computer skills (Microsoft Office & etc.).
- Time management skills.
- Pro-active, goal oriented with excellent attention to detail.
- React effectively in stressful situations.
- Respond positively to employees desiring coaching/mentoring.
- A person of integrity who is trusted by others and consistently honors their commitments.
- Team work & team leading.

Education:

- BSc Mathematical Science - 2011, University of Baghdad.