

Dear Sir,

Kindly, find enclosed my CV. in an application for a vacant post in your esteemed company.

Thank you for taking the time to consider my application and I look forward to hearing from you in the near future.

Kindest regards,  
Ghasaq



**PERSONAL INFO. :**

Name: Ghassaq Nadhum Al-qassab

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Gender : female

Nationality : Iraqi

**EDUCATION & GRADUATION:**

I graduated from El Ma`moun university College / department Of English language / 2014

Bachelor in Art of English Language.

## MY EXPERIENCE AND RESPONSIBILITIES:

Have experienced Human Resources Management with a demonstrated history of working in the Human Resources industry. Skilled in Microsoft Word, Sales, Public Speaking, Microsoft Access, and Administration.

- the first point of contact for head office regarding all HR processes, systems and practices carried out by HR Department.
- Executing the recruitment process for the Stores.
- Identify the business needs and align business strategies with HR strategies.
- Provide communication and implementation support and serve solution into practice.
- Provide support to employees for HR systems, processes and policies and promote the use of the HR tools
- Leads and follow orientation and onboarding process.
- Monitor all personnel movements (recruitment, transfer, promotion, rotation, job termination, etc.) And communicate them with related parties, Provide support to the stores and Head office employees for Performance Development and Evaluation System and competency implementations.
- Execute Labor Law issues and disciplinary actions and | internal communication processes.
- Ensure policies and procedures are tracked and applied.
- To take part in business unit - related talent committees and evaluations regarding in company.
- transition processes.
- inform management level and employees about legal implementations personnel rights benefits within the scope of all current and renewed company implementations in time and accurate, to ensure procedures and regulations are implemented and to monitor disciplinary processes.
- provide guidance for change management projects.
- Compute disburse and review wages / salaries, deductions, taxes and other with holdings for all employees.
- Providing full range of secretarial and administrative support activities to the management including preparing reports, writing correspondence, arranging appointments meetings, and maintaining the department files in an organized manner.
- Responsible for providing support in the various human resource functions including recruitment, training and development, performance management, compensation and benefits and employee relation.
- Monitor daily of staff, investigate and understand causes for staff absences, and recommend solutions to resolve chronic attendance difficulties.

- Maintains, updates and keeps personal records and files including employee information, personal data, compensation, benefits, attendance, leaves, disciplines, work related accidents and injuries, changes in employee status, rewards and termination.
- Provide recruitment administrative support including sourcing, screening and short listing of candidates as well as scheduling interviews and the preparation of offer letters and employment contracts.
- Process payroll on HRIMS, maintain payroll records and prepare payroll related reports.
- Assist in updating HR policies and procedures and ensure their effective implementation.
- Organize staff training sessions, workshops and activities according to approved training plan.
- Organizing, attending and participating in stakeholder meetings.

#### SKILLS, RECOGNITION:

- Strong leadership, management and motivation skills.
- Enthusiastic, adaptable and resourceful.
- Committed team leader and player.
- An excellent background in the use of Microsoft software.
- Ability to meet tight deadlines.
- Hardworking, loyal and honest.
- Familiarity with Twitter, Facebook, and other social media platforms.
- Familiarity with basic PC application.
- Follow up emails on Outlook, Yahoo and Gmail.
- Have 5 years' experience in office management.
- Have a good experience in the field of human resources, management office and introduction of data, accounting work and make several reports on Al-ameer and Noria system and organize the chart of working.

### EMPLOYMENT HISTORY:

- Am working now in Ashtti Company for General Contracting & Trading as Human Resources manager and administrator on Noria accounting system 2018/present.
- I worked at Taha Group for general Contracting & Trading as Human Resources manager 2017/2018.
- I worked in Jod alkhair factory of health water production as Human Recourse officer, assistant manager and accountant on Al-Ameer system 2015/2017.
- I worked at Sika Company to produce chemical additives materials for concrete as an administrator and sales Representative 2014/2015.

### LANGUAGE SKILLS:

Arabic – Tongue mother

English – good (Speaking, Writing, Rearing, Understanding)