



ZAIN ALABDEEN

Human Resources Supervisor



Zain Al-Abdeen Ammar



+9647711254399



Zainalabdeen.ammar



Baghdad, Iraq

ABOUT ME

I'm an enterprising young professional intending to continue my development. I think in terms of results and objectives, I am enthusiastic, and I work with decisiveness and conviction. I have a proactive attitude and find positive ways to stimulate and engage with people. In addition to being a committed person in my work but this does not prevent me from practicing my hobbies such as watching football, practicing bodybuilding or going out with friends and enjoying

OBJECTIVE

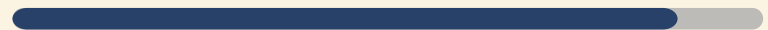
To build up a solid career with a reputable brand in a professional environment that highly respects work values and encourages constructive teamwork. I can offer 100% flexibility reliability and commitment to the company and its future assignments. Enjoy challenges by working both independently and with a team to achieve objectives.

Languages

ARABIC = Mother Tongue
English = Very Good

PERSONAL SKILL

Management



Work under pressure



Ability to Develop



Teamwork



Creative



communication



Time Management



PROFESSIONAL SKILL

MS Office (Word, Excell, Power Point, Outlook, Visio)



Kerridge, Bitrix24 and SAP System (HRIS)



Compensation & Benefits



Training & Development



Recruiting & Talent Acquisition



Onboarding & Employee Engagement



Planning for Recruitment



Headhunting





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EDUCATION

- 2013-2017 B.Sc. in General Mechanical Engineering (RK:3 of 21) with 73%
Al-Nahrain University, Baghdad (Iraq).
- July 2017 Diploma Training Of Trainees (TOT) Certified (International).
German Board, Germany.
- Nov 2017 Certificate in Business Development Management BDM (International)
IBSCC Consulting, London.
- Jan 2018 Certificate in Strategic Management for Human Resources (SMHR)
ZSCO Training Center, Baghdad (Iraq).
- Jun 2020 Certificate in Recruiting, Hiring, and Onboarding Employees
University of Minnesota, Minneapolis (USA).

WORK EXPERIENCE

- Jan-2020 HR Representative 'Mid & South Region' (Full Time)
Present Al-Sard Group - Al-SardFiber , Baghdad, Iraq.



* Recruitment duties as per below:

- 1- Update the Org chart & JDs to proceed the recruitment plan.
- 2- Starting the recruitment process by advertising for the job as per the schedule plan (Emergency to the non Emergency)
- 3- Filtering the CVs for long or short list and discuss with department head (Hiring Manager) to arrange for the interviews with the suitable chosen.
- 4- Doing the needed tests for the chosen candidates (mostly 3 candidates).
- 5- Preparing the offers for those chosen candidates and accepting whom the best.
- 6- Onboarding process for the new employee especially at the first 3 months and prepare for him the healthy environment.

* Meantime during recruitment plan, sometimes I used to do a talent aquestion or head hunting for critical positions.

*Administer compensation and benefit plans.

*Provide support to employees in various HR related topics such as (leaves, attendance, any employee request and resolve any issues that arise ...etc)

* Other duties coming from my direct HR manager.



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WORK EXPERIENCE

Mar 2019 Human Resources & Admin Supervisor /HR Assistant (Full Time)

Jan-2020 Sardar Group - TOYOTA IRAQ , Baghdad, Iraq.



HR duties as per below:

- 1- All HR operations in my location (leaves, attendance, fingerprint, employees records, manpower database...)
- 2- All Recruitment processes (Job announcement, CV filter & short list, candidates invitation, sharing committee interviews...)
- 3- Updating all files, data and entering leaves and salaries and other details on system (kerridge Autoline System).
- 4- Sharing job analysis committee.
- 5- Doing the exit interview (collect the reason of turnover).
- 6- Joining some investigation committee in the company.
- 7- Other duties coming from my direct HR manager or the management.

And also Admin duties as per below:

- 1- All processes of coordinating for repairing and maintenance of the location.
- 2- Following up the attendance of the guards of the location.
- 3- Managing and training the cleaners of the location.
- 4- Preparing all location purchases and needs, and other admin responsibilities...

Oct 2018 Executive Human Resources (Full Time)

Mar 2019 ANWAR BABEL - NISSAN IRAQ (ZSCO Group), Baghdad, Iraq.



- 1- All HR operations (leaves, attendance, fingerprint, employees records, manpower database...)
- 2- All Recruitment processes (Job announcement, CV filter & short list, candidates invitation, sharing committee interviews...)
- 3- Doing the organisation charts and Jobs description for all departments.
- 4- I'm responsible for update the rules of procedure as in the Iraqi labor law & the Company policies.
- 5- Sharing job analysis committee.
- 6- Doing the exit interview (collect the reason of turnover).
- 7- Joining some investigation committee in the company.
- 8- Doing the social security processes.
- 9- Other duties coming from my direct HR manager.



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Baghdad, Iraq

WORK EXPERIENCE

Oct 2017

Executive Human Resources Development (HRD) (Full Time)

Oct 2018

ZAMZAM Spring (ZSCO), Baghdad, Iraq.



- 1- Make and update the organisation chart for all companies in the group.
- 2- Make and update the Job descriptions for all positions in the organisation chart.
- 3- I'm responsible for update the rules of procedure as in the Iraqi labor law & the Company policies.
- 4- I'm responsible of the social security for all employees in the group of companies.
- 5- I'm responsible for KPIs for all employees in the group of companies and make some analysis about them.
- 6- An assistance in personnel and payroll department.
- 7- An assistance with Recruitment team.
- 8- Any other duties come from my direct HR Director for the group.

REFERENCES

All Are Available Upon Request.