

# Reem Manhal Abdulhamed

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 7904153639

 [reem.manhal1](#)

**Birth Date:** July 5, 1989

## Graduation

Mustansirya University  
English Department

## Languages:

Arabic-Fluent  
English-very good

## Skills:

Employee relations  
Performance management  
Onboarding  
Employee benefits and compensation  
Scheduling  
HR information software OMS  
Teamwork

## PERSONAL SUMMARY

I believe that employees perform better when they understand the goals of a company, by explaining the bigger picture to everyone I meet. I'm very good at using my people management skills to drive performance and attract the most qualified employees. As a true professional I'm constantly looking for ways to improve how I work both individually and collectively. With my present employer I'm responsible for keeping staff committed to the firm, and at the same time boosting their job satisfaction levels. Right now I would like to work for an ambitious company that has a trust based culture.

## Work Experience

International Medical Corps  
HR Manager  
Major Duties

Sep2012- May 31, 2020

- HR head of Baghdad office and south central, Supervision of HR daily activities in Baghdad Office and sub-offices
- Implementing and revising the organization's compensation program
- Creating and revising job descriptions
- Developing, analyzing, and updating the organization's salary budget
- Developing, analyzing and updating the organization's evaluation program, also Establishment and maintenance of the proper performance management and staff development systems
- Developing, revising, and recommending policies and procedures
- Maintaining and revising the organization's handbook on policies and procedures and Ensure IMC Iraq works in compliance with IMC human resources policies, procedures and strategies as well as Iraqi labor law
- Performing benefits administration
- Overseeing recruitment process and Ensuring the procedures are implemented according the National recruitment manual.
- Conducting new employee orientations and employee relations counseling
- Overseeing exit interviews
- Maintaining department records, employee files and reports
- Participating in administrative staff meetings
- Maintaining organization directory and other organizational charts
- Master sheets (distribution of employees' salaries on budget lines)
- Monthly, quarterly, annual reports for HQ, FAD, Programs directors, Operations management and Auditors
- recruiting and staffing
- employee onboarding, development, needs assessment, and training
- Contracting
- Official letters by IMC office to programs beneficiaries and employees
- Updating IMC HQ paperwork
- Facilitating employee payments delivery with finance department for regular payments, social security reports and taxes
- Power user of IMC Operations Management System (OMS)
- Working on reports of cost point system and deltek system (time sheet)
- Preparing monthly payrolls of office and filed staff
- Support and capacity building of the staff.
- Ensure and track on Bi-check (security check) validity of the staff.
- Rising awareness of staff about Code of Conduct and Reporting breaches.
- Control the accuracy in data management in Baghdad Office
- Cooperate with the HR Coordinator on solving HR Issues
- Assist the field site coordinator and HR coordinator with Employee Relations matters
- Responsible for official internal communication across IMC Iraq Offices such as public holiday announcement, Timesheet submission, performance appraisal submission, etc.
- Training and Development of National staff performance
- Conduct/ Ensure orientation for National and International staff
- Completes human resource operational requirements by scheduling and assigning employees; following up on work results

Casper Technology, Iraq  
HR Officer and Translator

Jun2009-Nov-2011

- Translating documents
- Following up staff daily attendance and checking their timesheets
- Recruiting staff
- Following up the exist process of the separated staff
- Preparing staff contracts

## KEY SKILLS AND COMPETENCIES

### Management

- Getting employees to change their attitudes and accept any changes that the company is making.
- Ability to influence people at all levels.
- Able to work with conflicting points of view.
- Deep experience of HR best practice and current employment legislation.
- Coming up with creative solutions to HR issues.

### Personal

- Always giving full attention to what other people are saying.
- Decisive thinker.
- Skilled influencer.
- Speaking in a clear manner.
- Having a methodical and structured approach to problems.
- High levels of concentration.

## AREAS OF EXPERTISE

- Succession planning.
- Salary administration.
- Recruitment and retention.
- Regulatory compliance.
- High levels of concentration.

## References

Upon request

