**Personal Info.**

* Name: Noora M. Al-anbaki
* Birthday: 7th, Nov. 1984
* Address: Iraq, Baghdad
* Nationality: Iraqi
* Email: [hrnoora84@yahoo.com](mailto:hrnoora84@yahoo.com)
* Phone: 009647802347861
* Experience: 10 years.

**Objectives:**

Experience in human resources management with almost 10 years' experience, seeking employment with a perfect company that offers me opportunity to learn and gain more experience in this field, in exchange I will give my skills and training which can be positive contribution to your Company.

**EDUCATION & Training (CERTIFICATIONS):**

* (B.Sc.), Bachelor of Computer Science (using Statistical and Access to make database), from Basra University (2008 – 2009).
* Training in SLB (Recruitment, Communications Skills)
* Training in Advance institute (Time Management, Team Work)

**Computer Skills:**

* MS-Office Package (word, Excel, ppt., out lock, publisher).
* MS project 2010.
* Using FTP Site.
* Using Auto cad (Classic Module).
* Operation Systems (Windows: XP, Seven).
* Other programs (statistical, ps5).
* Make presentation on PPT, Publisher.
* Using net work very well.
* Make formatting to the Computers.

**Skills:**

* + Excellent Organization.
  + Flexible & Self-motivation.
  + Team – oriented.
  + Communication skills
  + Adapt quickly to change and fast learner.
  + Working in a multi-cultural environment.
  + Team leader
  + Health, Safety & Environmental.
  + Cost Reporter

**Language Skills:**

* + Arabic writing, Listening & Speaking competence: Mother Language.
  + English writing, Listening & Speaking competence: Fluent.

**Hobbies:**

Traveling, swimming, reading and socializing

**EMPLOYMENT PROFESIONCY SUMMARY:**

|  |  |  |
| --- | --- | --- |
| Company name | From-to dates | Job title |
| *Shmesani company* | *Jan,2018 till precent* | *HR Manager* |
| Bently, Security Company | July, 2016 till Feb., 2017 | HR. manager |
| GCC Company | March, 2013 till Jun 2016 | *Recruitment Manager* |
| Baker Hughes | Nov. 2012 till Apr 2013 | HR Representative |
| Schlumberger | April, 2010 till Sep., 2012 | HR Officer |
| Elaf Islamic Bank | March, 2009 till April, 2010 | HR & IT Manager |
| *Technical institution* | *2008 – 2009* | Lecturer |

***HR Manager/Shmesani company for restaurant mangment LTD-Baghdad***

Shmesani group contain from seven branches including more than 300 employees local and non-local

* Responsible for all HR issues (recruiting ,resign & terminate ,timesheet& finger stamp machine
* Made new forma for all HR documents and got ISO number
* Follow and check all residence process for forging employees

***HR Manager/Bently Security Company-Dubai***

* Make interview and hire employees to five branches in Abu Dhabi Dubai, Sharjah, RAK, and Ajman
* Submit weekly report to GM about the five branches
* Fellow with admins and secretaries in the all branches and check the wake points and strong
* Submit time sheet to finance
* Receive daily reports from department managers and send summary to GM
* Responsible for all other HR duties.

***Recruitment Manager / GCC Company-Basra City***

* Candidate searching and resource ,Interview candidates
* Recruit Local and Non Local candidates: responsible for collecting all required HR documents and Personal documents.
* Responsible for preparing pay slips for 900 employees and submit to GM and payroll for approval
* Train new employees (Induction and presentation, COE, Business Ethics).
* I hired more than 850 employees in GCC company
* Submit all required documents and details to SOC.
* Submit all required documents and details to Social Insurance Organization.
* Responsible for submitting all Med-claimed details and documents to Dubai branch .
* Visa Processing

***HR Representative / Baker Hughes-North Rumaila***

* Plan, coordinate and assist in supervisors of a variety of personnel program areas such as recruitment and selection, salary, classification, and health benefit management.
* Administer recruitment selection procedures for classified and non-classified positions.
* Develop, administer and coordinate various programs such as training, equal employment opportunity, workers’ compensation
* Work closely with departments to ensure goals and objectives of the program are understood and policies are followed.
* Train new hires as well as veteran employees on company policy/procedures.
* Use SAP Program

**HR Officer /Schlumberger-North Rumaila**

* Working closely with various departments, assisting line managers to understand and implement policies and procedures.
* Recruiting staff - this includes developing job descriptions and person specifications, preparing job adverts, checking application forms, shortlisting, interviewing .
* Receive time sheets from Head Departments and upload it to the system
* Enters data about new hires to HRIS and prints all documentation for the employee and the personnel files
* Communicates with employees about their documentation and their inquiries
* SAP is the main program I was use in SLB

***HR & IT Manager / Elaf Islamic Bank-Basra City***

* Recruit new employees
* prepare payroll and time sheets
* Assist in IT responsibilities.
* Use TMENOS program and train all bank staff how to use