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| **SUMMARY** |

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| * Strong knowledge of NGO operations and the dynamics of the humanitarian sector. * Very good in Arabic and English (both written and spoken). * Strong IT literacy with particular emphasis on Word, Excel, PowerPoint and Outlook. * Excellent communication and interpersonal skills. * Strong organizational and time management skills. * Able to discern sensitive material and maintain confidentiality. * Able to work on own initiative and take decisions within own limits. * Excellent admin and logistics skills. |

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| **PROFESSIONAL EXPERIENCE** |

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| **Jan.2019-Ongoing**  **Jan.2018-Jan.2019** | **Saaeda Company, Erbil, Iraq**  ***Medical equipment supplier***  **Human Resources Officer**   * Support the development and implementation of HR initiatives and systems. * Provide counseling on policies and procedures. * Responsible of recruitment process by preparing job descriptions, posting ads and managing the hiring process. * Create and implement effective onboarding plans. * Develop training and development programs. * Assist in performance management processes. * Support the management of disciplinary and grievance issues. * Maintain employee records (attendance, EEO data etc.) according to policy and legal requirements. * Review employment and working conditions to ensure legal compliance. * Responsible for processing payroll, remitting payroll taxes and government reporting as well as preparing monthly, quarterly and year-end payroll statements   **Women Rehabilitation Organization (WRO), Erbil, Iraq**  **Human Resources Officer**   * Ensure compliance to hiring policies and procedures. * Support in the recruitment cycle, along with our recruitment team. * Facilitate and Support the HR team in conducting the HR orientation for all new staff (national & international). * Manage staff contracts and all personal files, & track the new hires on boarding, this includes file all their new paper works in both personal & E personal files. * Liaise with the hiring managers in regards to staff contracts, paper work & all other documents related to the new hires. * Follow up on employee’s benefits; health insurance, life insurance, & social security. * Maintain knowledge of international & national staff entitlements and benefits. * Maintain up-to-date leave tracking record, and follow up on leaves for all staff, make sure that everything is reflected on the report. * Make sure to collect the timesheet for all staff on a timely manner. * Make sure to follow up correctly on the exit process and release the final settlement and other paper work to Finance department on a timely manner. * Maintain the confidentiality of all sensitive HR information at all times. * Perform other job related tasks as requested by the HR Manager and HR Lead. |  |
| **Sep.2017-Dec.2017** | **Al Khaleej Company for** **Logistics Services , Erbil, Iraq**  **HR &Admin Assistant**   * Ensuring that all staff personnel files (hard and soft) are properly maintained and regularly updated. * Assisting HR/Admin officer to assure proper follow-up for all needs in office supplies. * Maintaining regularly updated attendance records and Time Sheet of staff. * Maintaining HR files, documents and employee database. * Posting job ads and organizing resumes and job applications. * Scheduling job interviews and assisting in interview process. * Ensuring background and reference checks are completed. * Preparing new employee files. * Orienting new employees to the organization (setting up a designated log-in, workstation, email address, etc.). * Assist the HR Manager when necessary. |  |

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| **Trainings** |

Completed the following trainings:

1. Hiring Smart: Human Resources Management for Professionals.
2. Interviewing Skills for Hiring Managers & Human Resources.

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| **EDUCATION** |

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| **2014-2017** | **Cihan University , Iraq, Iraq**  **BA in Business Administration** |  |

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|  | ***\* References and recommendation letters are available upon request*** |  |  |