

**Aveen Faraj Meer**

**Personnel Information’s**

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| **Date Of Birth** Jan/1987 | **Religion**  Muslim | **Nationality** Kurdish |

Baghdad



**Contact Information’s**

**Phone Email Current Address**

07737596340 aveenmeer@gmail.com Iraq/Baghdad/ Albnook Street



**Education**

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| **University**  University Of technology | **Year Of graduation** 2009/2010 | **Department**  Bachelor degree in laser  Science/department of laser |



**Languages Skills**

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| **Kurdish**  Mother language | **Arabic**  Good | **English**  Good |



**Work Experience**

**Mercy Corps (NGO)**

**Job Position :**

HR Assistant /October 2018 till Now

**Job Description:**

* Short list and interview
* Reference check and Word tracker
* Prepare PRF ,offer letters ,notice letters confirmation letters

, social security letter and pay slip

* Job files ,contact list update and TS Review
* End of service procedure ,leave data base
* Exit interview
* HR Data base
* Orientation and Onboarding
* Contract extension and tracking
* Raise a contract

**EarthLink Telecommunication Company**

**Company Summery :**

EarthLink Telecommunications is the largest Internet Service Provider in Iraq. The company was founded in 2005 to provide communication services to home users, enterprises, and government backed by 400-plus points of presence distributed over every city and town in Iraq. EarthLink is approaching its vision to be one-stop shop for connectivity and IT services, including network/Internet connectivity, cloud computing, data center co-location, enterprise IT solutions, and software development.

**Job Position:**

HR Professional Talent Acquisition /May 2015 till September 2018

**Job Description :**

\*Handle all recruitment queries in a responsive, customer-focused way - providing a comprehensive first line of information and advice.

* Provide excellent customer service to external and internal candidates, in supporting the web recruitment system, to ensure a positive experience.
* Respond to queries from recruiting managers, supporting and advising them to follow the correct procedures for high quality recruitment.
* \*Communicating effectively and confidently at all levels, over the phone, face to face and by email. \*Arrange for shortlisted candidates to take relevant assessments, mark and record results accurately to contribute to the recruitment decision.
* \*Process all reference requests in line with Dimensions’ Standards, chase and ensure responses are back within agreed timescales.
* Manage all new starter CRB applications in a timely and accurate manner to minimize errors and delays. Review and log all returned disclosures, informing recruiting managers of the outcome where appropriate.
* \*Ensure the pre-employment health questionnaire is reviewed and ‘fit to employ’ result is recorded appropriately for the recruiting manager to consider.
* \*Process full offer packs to candidates when all recruitment checks have been satisfied. \* Ensure all recruiting managers are trained and able to use the system effectively, coaching individuals as necessary.
* \*Maintain the system in line with organizational changes, adding new users, locations and posts etc. as appropriate, to enable responsive and effective recruitment.
* Run reports, analyses recruitment data and monitor performance, to provide informed advice and take proactively address any issues.
* \*Act as Job Train 'super users', advising and training other users.
* \*Collate all new starter information and download data on a daily basis for uploading into Northgate, to ensure new employees appear on DTMS and are paid correctly.
* \*Create an employee file in the web recruitment system and save this in the live cabinet
* \*Save the same file on the shared drive, under the appropriate cost code for managers to retrieve, ensuring compliance
* \*Liaise with our recruitment advertising agency, CMS, to ensure consistent, professionally branded advertising.
* \*Review all recruitment adverts to ensure legal and non-discriminate whilst allowing flexibility for effective person-centered recruitment.
* \*Continually monitor recruitment practice for compliance with legal requirements and Dimensions’
* Standards, escalating any concerns as appropriate.
* \*Work in accordance with agreed timescales to provide excellent service, reduce the cost of agency back-fill and retain the best candidates.
* \*Act as a comprehensive support function to the HR Department for ad-hoc tasks and future organizational projects.
* \*Undertake other duties from time to time as required by the Recruitment Manager or Head of HR. \*Maintain applicant/employee confidentiality in accordance with our data protection policy and procedure.
* \*Maintain awareness of own developmental needs and hence undertake training as necessary.

**Panasonic Al-Manzil Company Company Summery :**

Panasonic – Al-Manzil Electronics group which was the premier Iraqi distributer of electronics and home appliances which was founded in 2002 with head quarter in Dubai, Al-Manzil is authorized dealer in Iraq or multi national brands such as Panasonic, JVC, Ariston, Frigidaire, cool line and Zamil.. Al-manzil also has an inhouse brand (Shownic) which is one of the most popular brands in domestic consumer electronics market.I had Work with the company for the period from August /2010 since April /2013 .

**Job Position :**

Work in the company as a Logistic manager assistant for 1 year.

**Job Description :**

* receiving goods
* stocking shelves and ensuring that invoices are filed appropriately.
* I had be expert in knowing the company’s products and how they are to be placed.
* understand the shipping process completely.
* managing inbound containers and verifying that they contain the right items.
* ensure that the weight of the received shipment coincides with the information initially received by the shipper.
* check invoices to ensure that service requests have been followed
* create and maintain liaison with suppliers and customers to ensure that shipments are received in an organized manner.
* work very closely with clearing agents in order to ensure that all documentation and mechanics of shipments is sorted out.
* Reporting is another important aspect of this position as logistics assistants are required to document and report every shipping procedure that they manage.

**Job Position :**

I had Worked as a showroom customer service for 2 years.

**Job Description :**

* Compiling and maintaining a list of prospective and current customers for use as sale leads
* Meeting and exceeding sales goals
* Talking with customers on the floor or phone
* Merchandising or rotating products according to company guidelines
* Displaying and demonstrating products, emphasizing salable features
* Attending meetings at corporate headquarters
* Attending trade seminars and tastings

**Job Position :**

showroom sales man for 6 months

**Job Description :**

* present and detail company products and services to existing and potential clients
* make follow-up contact with previous visitors to the showroom
* maintain the display and clean, appealing presentation of products in the showroom
* develop and maintain sales materials
* research and stay up-to-date on product knowledge and industry trends
* prepare and activate paperwork to process sales

Prepare reports on sales activity and effectiveness of product display



**Key Skills**

M.S. Office

Ability to develop

Motivation

Accuracy

Administration

Problem Solving

Communication skills

Team Work

Decision Making

Attention to details

**Courses**

* **I have studied course of English in British institute "Intermediate level (Ling phone).**

* **I have certificate for Email Etiquette Training.**

* **I have certificate for Emotional Intelligence & communication**

**Strategies by “Mr. Firas Alabassi “.**