**CURRICULUM VITAE**

**Personal Information:**

**Full Name: Ahmed Mohammed Idan**

**Marital Status:** Single.

**Date of Birth:** 13/08/1994.

**Nationality:** Iraqi.

**Address:** Iraq / **Baghdad.**

**Mobile No.:** 07713455680 .

**E-mail: ahmedbio11.ab@gmail.com**

**Practical Expertise:**

**International rescue committee.**

* **I worked as HR Officer in IRC organization.**
* **Manage and monitor the attendance, absence, leave and tardiness records of employees, as well as biometrictime-clock data.**
* **Manage staff time-sheets and leave tracking sheet.**
* **Managing Personnel Records and Filing for Salaheddin staff up to date.**
* **Managing on boarding induction for new hires and/ or old staff.**
* **Tracking and update emergency and disclosure tracking sheets for all regular and service staff and keep it up to date.**
* **Manage end-of-service processes, including resignation documentation, clearance forms, sending request for e-mail de-activation and return of business equipment.**
* **Under the supervision of senior HR officer managing all contract/contract extension and end of contract letters.**
* **Creation of email accounts.**
* **Process staff identity cards in cooperation with Erbil Office.**
* **Follow up with supervisors on probation periods for newly hired employees and manage probation tracking sheet.**
* **Follow up employee’s requests.**
* **In Coordination with HR Manager/ Senior HR Officer managing training requirements and facilities; cooperating with the relevant key staff to book all training courses for employees, track all IRC sponsored trainings ensuring all staff fills out all relevant paperwork, Training Calendar publishing and feedback reports in compliance with IRC’s policies and procedures.**
* **Conducting Exit Interview.**
* **Serving as IRC WAY Ambassador.**
* **Submit monthly reports when needed.**

**Educational attainment:**

* Bachelor in collage of science – Biology/ University of Tikrit (2012 – 2016).

**Training Courses**

* Training Course in ( internet and Microsoft office )
* Training Course in ( English Language )
* Training Course in (HR)

**Skills:**

* + Education Devices.
  + Computer programs.
  + Child protection.
  + Administration.
  + Emails and typing.
  + Reports.
  + Word, Excel, Power point.
  + Data base collecting.

**Personal Profile:-**

I consider my self:-

1. Working under pressure.
2. Rapidity in learning new missions .
3. Social relations .
4. Accuracy in working .
5. Imaginative in working.
6. Working one hand with team.
7. Very good in planning and execute .
8. Respect the Statutes .

**Languages:**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Speak** | | | **Read** | | | **Write** | | | **Understand** | | |
| **Excellent** | **Good** | **Fair** | **Excellent** | **Good** | **Fair** | **Excellent** | **Good** | **Fair** | **Excellent** | **Good** | **Fair** |
| **Arabic** |  |  |  |  |  |  |  |  |  |  |  |  |
| **English** |  |  |  |  |  |  |  |  |  |  |  |  |