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| E:\IMG_4198.JPG |  | Ramy Arab  **Email: ramy.hr85@gmail.com** Contact PHONE:  **07816220521**  **07701650458** |
| Profile Senior HR Officer 8 years of experience  A highly competent, motivated and  enthusiastic with experience of working  as part of a team. Well organized and proactive in providing timely, efficient and accurate data support to office managers and work colleagues.  Approachable, well presented and able to establish good working relationships with a range of different people. Possessing a proven ability to generate innovative ideas and solutions to problems.  **LANGUAGES:**  **Arabic: Native**  **Engish: fluent** Industry knowledge [Research](https://www.linkedin.com/in/ramy-arab-2589509a/detail/skills/(ACoAABUkImQBzaXAPeIa-EHz9KYF6kVDDs1Q8RY,5)/)  [Social Media](https://www.linkedin.com/in/ramy-arab-2589509a/detail/skills/(ACoAABUkImQBzaXAPeIa-EHz9KYF6kVDDs1Q8RY,8)/)  Administration  Insurance  Government  Oilfield Skills  1. Teamwork 2. time management 3. recruitment 4. HR   Immigration law  Design employee benefits references Available upon request |  | WORK EXPERIENCEEXPERIENCE  HANDAL INTERNATIONAL GROUP **HR Officer**  **Dec 2020-Present**  **RESPONSABILITIES AND TASKS DESCRIPTION**  **Salary and Social Security Tax/ Payroll Management**  Prepare the Company monthly /Shift payroll or / And support the preparation.  **Human Resource Management**  Ensure that all staff is providing the required documents to HIG, and the personnel files of the staff are updated (info sheet, resume, ID... Etc.).  **Support all HR assistants in different locations(Baghdad-Kirkuk-Tikreet)**  Ensure that all staff is providing the required documents to HIG, and the personnel files of the staff are updated (info sheet, resume, ID... Etc.).   HANDICAP INTERNATIONAL **HR Officer**  **April 2018-July 2020**  **RESPONSABILITIES AND TASKS DESCRIPTION**  **Recruitments Management**  \* Ensure and respect the use of the official HI forms of the recruitment procedure in the base  \*Screen the CVs and Prepare the Short List for the recruitments  \*Conduct all interviews for the recruitments in Base  \*Supervise the full recruitment process and propose any improvements  **Staff Induction Process**  \*Maintain the induction presentation up to date  \*Provide general administrative/HR briefing to new employees  **Human Resource Management**  Ensure that all staff is providing the required documents to HI, and the personnel files of the staff are updated (info sheet, resume, ID... Etc.).  **Disciplinary processes**  Support the Admin Manager in any disciplinary measures taken toward any employees: preparation of the forms, providing understanding of the situation and the cultural background, assist and advises during interviews (if requested) and decisions.  **Salary and taxes / Payroll Management**  Prepare the mission monthly payroll or / And support the preparation. Ensure compliance of HR policies and procedures with the local labor Law, Tax and Social Security Legislation and HI policies in the base. Control and Centralize attendance sheets and leaves requests in Base BOHAI DRILLING ENGINEERING COMPANY **Senior HR Officer 2015-2017Basrah/Rumilla**  **Junior HR Officer 2013-2015 Basra/WQ2**  **HR assistant 2012-2013 Missan**  **RESPONSABILITIES AND TASKS DESCRIPTION**  **Recruitments Management**  \* Ensure and respect the use of the official BHDC forms of the recruitment procedure in the base.  \*Coordinate with Oil companies (Labour Department) for receiving the CVS from them  \*Screen the CVs and Prepare the Short List for the recruitments  \*Conduct all interviews for the recruitments in camp  \*Supervise the full recruitment process and propose any improvements  **Disciplinary processes** \* Support the HR Manager in any disciplinary measures taken toward any employees: preparation of the forms, providing understanding of the situation and the cultural background, assist and advises during interviews (if requested) and decisions.  \* File all the elements concerning disciplinary measures and keep all the data confidential.  **Salary and taxes / Payroll Management**  \*Prepare the Company monthly /Shift payroll or / And support the preparation.  \*Ensure compliance of HR policies and procedures with the local labor Law, Tax and Social Security Legislation and BHDC policies in the base.  \*Control and Centralize attendance sheets and leaves requests in Base  \* Prepare and Calculate the social security insurance for national staff  \*Coordinate with Labour officer regard the recruitments.  **Prepare Document for Iraqi Visas and Coordinate with MOO** \*Prepare all the support document related to VISA  \*Submit all Visa Requests to the Ministry of Oil  \* Follow-up and Coordinate with Ministry of Interior regard the entry Visa for the expat |