**Sayed Hekmat**

**Dallas, TX 75243** [**sayedhekmat3@gmail.com**](mailto:sayedhekmat3@gmail.com) **469-816-2217**

# **Education**

## Bachelor in Business Administration

RANA University

# **Work Experience**

**Human Resource/ Administrator DFW fast moving services-Dallas, TX December 2016 to February 2018**

Prepare the job description for new positions, announce the positions and reviewed applications, conduct pre screening interviews schedule the interview with the candidates. Sending the offer to the candidate, follow up on the next process and complete form I9 for new employees. Maintain

a very high level of confidentiality, filing of the office document and applications in hard and soft copies. Provide orientation on the first day of employment. schedule moving with the employees and customers. Make sure the employees are moving all customers need (house, apartments, furniture, and packages) on time. Recruit part time and full time employees and do background, drug test.

Calculate and payment of employees on weekly base. Answering customer’s phone calls in regards to their packages. Support management team with day to day business activities.

## Recruiter

**Recruiter Exchange-Dallas, TX October 2015 to June 2016**

As Recruiter: Announce the positions and reviewed applications to see if they are good candidates for the position, conduct pre screening interviews, , developed a pipeline of applications for future needs, maintained all application and interview in tracking system, preformed background and drug test, enter the new employees to the Uattend on the first day of assignment to keep tracking of in and out time, provide orientation on the first day of employment. Closed coordination and going on site to see how many employees the client need, Filing of office document and application in hard and soft copies. Performed other special projects as needed.

## Human Resources Administration Manager

Tetra Tech-Kabul July 2010

their concerns without fear of reprimand. Ensures employees have an empowering environment which facilitates high performance.

As Administration Manager, supervised facilities manager, maintenance technician cleaners, Laundry ladies and kitchen staff. Checked and observed all the guest rooms whether they are cleaned and supplied, and the electricity, water pumps, generators, kitchen, bathrooms, and other office and resident houses parts that, everything is well position or needs to be repaired. Supervised the kitchen staff (chef, senior cook, cook assistant and kitchen helpers) Work with chef to prepare the order list for food supplies and make the schedule for day and night shit employees. Checked all the refrigerators and made sure that they used all the ordered supplies and food staff properly. Assist with the chef to arrange the weekly menu for lunch and dinner.

toJuly2015

implements HR policies and procedures for approximately 50 current local employees. Specific duties include: preparing payroll repots, mediating disputes, securing staff files, creating 1420 forms, tracking employee utilization, and providing staff evaluation reports for the corporate home office.

Performs regular reviews of the company HR policies and makes recommendations to the Chief of Party regarding relevance, revisions, and improvements. Responsible for providing staffing and re-staffing

of the office. This activity required writing job descriptions, performing recruitment, posting vacancies, short listing candidates, checking references, arranging and overseeing panel interviews, and employee selection. Helps provide a healthy work environment by encouraging employees to express

their concerns without fear of reprimand. Ensures employees have an empowering environment which facilitates high performance.

As Administration Manager, supervised facilities manager, maintenance technician cleaners, Laundry ladies and kitchen staff. Checked and observed all the guest rooms whether they are cleaned and supplied, and the electricity, water pumps, generators, kitchen, bathrooms, and other office and resident houses parts that, everything is well position or needs to be repaired. Supervised the kitchen staff (chef, senior cook, cook assistant and kitchen helpers) Work with chef to prepare the order list for food supplies and make the schedule for day and night shit employees. Checked all the refrigerators and made sure that they used all the ordered supplies and food staff properly. Assist with the chef to arrange the weekly menu for lunch and dinner.

## Human Resource/Admin Officer

**Mr. Hekmat-Kabul January 2003 to July 2010**

and then promoted to Human Resource/ Admin Manager, developed, drafted, revised, and implemented the HR/Admin Handbook for staff, was an active member of the decision making Senior Management team. Actively participated in strategic planning, strategy, and policy development processes. Recruited grades, interviewed, made recommendations, and selected staff positions for grade 1-4 employees. Reviewed, evaluated, and gave feedback to staff on work performance. Provided advice and support to managers and employees on HR related matters. Keep up to date records

of personnel files and maintained their security and privacy. As Admin Manager supervised all the administration employees and made sure that the guest houses and offices are cleaned. Ordered monthly stationary for all offices on monthly base. Helped the administration assistants to order the business card with for management staff.

**Additional**

Mr. Hekmat has work experience in US and Afghanistan he was responsible for recruiting, posting the positions, interviewing candidates orientation of new hired employees. In Afghanistan creating, implementing, and providing general management of the local national staff for a multinational US

based engineering office. He has worked with several international organizations and companies since 2001. He has developed and managed the Tetra Tech AESP Human Resources (HR) administration department in Kabul, Afghanistan and has been responsible for overseeing the staffing and re- staffing of approximately 150 employees in the past five years. During that time he responded to successfully completing multiple internal and external audits. Mr. Hekmat is knowledgeable in all key issues associated with HR/ Administration for all types of projects in Afghanistan. He has drafted the current human resource policy guide for the local national staff at Tt AESP. Mr. Hekmat has excellent

l Information communication skills (interpersonal and written) and a proven ability to collaborate, provide conflict management, and create a productive working culture within a multi-disciplined environment in both rule Human Resource and Administration.

AREA OF EXPERTISE

HR Management and Administration REGISTRATIONS

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