

ASMAE BRITEL

Trainer and recruitment officer RH

PROFESSIONALS EXPERIENCES

Trainer and HR recruitment officer - HR Department— Lear Corporation
Meknes Since June 2019_March 2023

- HR recruitment strategy:

Responsible for the entire recruitment process:

- ✓ Needs Analyze with detailed planning
- ✓ Needs Identify with the managers of each "logistics" department; quality ; engineering ; production."
- ✓ Manage the entire recruitment process, from posting job vacancies to selecting qualified candidates
- ✓ Conduct interviews and assess candidates' technical and behavioral skills
- ✓ Coordinate with internal teams to assess staffing needs and define required job profiles
- ✓ Take charge of the administrative formalities necessary for carrying out recruitment and training actions: OFPPT procedures, Anapec procedures, etc.
- ✓ Receive applications and proceed to sorting
- ✓ Convene selected candidates

- Organization Training Plan:

Responsible for the entire training process:

- ✓ Train in different group or individualized contexts, remotely or in person;
- ✓ Organization of transport for new candidates and medical visits
- ✓ Ensure the filing of personal files

- Creation of Labor Contracts:

- ✓ Establish contracts (CDI, Anapec)
- ✓ Establish the CNSS
- ✓ Preparation of Badges for New Recruits

LANGUAGES

French Current

Arabic Native language

English Good

SKILLS

Photoshop | LJS | CAO/QAD/Kanban | MS Office

SOCIAL MEDIA



Asmae Britel. LinkedIn



CONTACTS



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MEKNES. MOROCCO

PROFILE

With experience of 5 years and 4 months in the automotive sector and I was able to acquire a multidisciplinary profile combining technical and IT management and human resources management.

FORMATIONS

European Bachelor in Human Resources Management— FEDE European Federation of Schools Switzerland June 2019
Obtaining the Bachelor Degree s in human resources Kenitra Certificate — IFMIA Kenitra December 2017

Certification of the preparation of electrical harnesses
University Diploma in Economics and Management — FJES Meknes October 2017
Obtaining the diploma of university studies in economic management option in Economics and Management

Technician Diploma — IGIAM - Specialized Institute of Computer Science and Management AZROU December 2014
Technician diploma in computerized management

BACCALAUREATE— Tarik ibn Ziad High School
AZROU July 2012
Baccalaureate Option Life and Earth Sciences