

# Tareq

## Hindi



### Contact

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### Languages

English – excellent" Written and reading, "good" Spoken

Arabic – Mother Tongue

### Hobbies

- Writing
- learning
- Photography
- Design
- Research

### Summary

A human resources specialist with over 10 years of experience in the same field, specializing in overseeing the recruitment, hiring, training, personnel, payroll, and developing company policies and goals for the HR team. Ultimately, you will ensure our company attracts, hires, develops, and retains qualified employees.

### Education

Bachelor of Business administration -2012  
Al Hussein bin Talal university

### Certifications

- preparation program for the specialized diploma in human resources management/london chamber of commerce & industry .
- Strategic Human Resources Management (Talal Abughazaleh) organization.
- Legal aspects of the Social Security Law and the Labor and Labor Law.
- Integrated approach to human resources management.

### Skill Highlights

- Ability to handle the pressure and fluidity of the working environment.
- Ability to research, evaluate and analyze new recruitment technique, methods, and procedures.
- Having the spirit of proficiency and creativity.
- Fast learner, enthusiastic, dedicated, organized, logical thinker, motivated,
- Work well under pressure and reliable.
- Ease of dealing with Teamwork discipline.

### Experience

- **READY-MIX CONCRETE & CONSTRUCTION SUPPLIES Ltd**

**human resources specialist – Augest-2014 to present (+10 years)**

- Supervision for all employees (entry, exit)
- Following up on annual vacations and sick leave.
- Organize and arranging file works periodically and keep it safe.
- Follow up the overtime daily.
- Entire the vacations and the leaves at the alpha and oracle system.
- Tracking Company from all company vehicles and upload report daily.
- Administering and explaining benefits to employees, serving as liaison between insurance carriers and employees.
- Preparing and maintaining job documentation, job evaluation.
- Posting and advertising open positions and assisting in recruitment process at job ffair.
- Reviewing employee complaints and ensuring accurate and timely documentation of concerns or issue.
- Calculating and following up on the payroll(salaries) of employees of the Arab-Chinese Company, which is part of the Concrete Group.
- Facilitating actions to resolve the employee issues and escalating them to appropriate management team.
- Assisting with compensation and classification issue.
- Checking applicant references, making job offers.
- Recommending, developing, and scheduling development and training courses.
- Implement company HR policy, develop, and update policy if needed.
- Manage and maintain employee records, personnel files, and database.
- Checking the movement's transportation for all the company vehicles.

## **GRANADA FOR COMPUTER INNOVATION – october-2012 – july-2014**

### **Warehouse Keeper**

- Responsible for all warehouse operations and activities including.
- Inventory storage.
- Physical inventory counts.
- Preparing a monthly stock confirmation.
- Manages adequate inventory levels to a minimum level at the warehouse.
- Receiving stock from other warehouses or vendors.
- Preparing & releasing of stock orders against invoices.
- Ensures the accuracy of data and suggests adjustments as required for reconciliation of stock items.
- Reconciles and solves discrepancies related to inventory transactions.
- Notify management of any damage to units received.
- Undertake additional related responsibilities as required.

### **Skills and specifications:**

Ability to handle the pressure and fluidity of the working environment.

Ability to research, evaluate and analyze new recruitment technique, methods, and procedures.

Having the potential of learning new programming methods and technologies.

Having the spirit of proficiency and creativity.

Fast learner, enthusiastic, dedicated, organized, logical thinker, motivated,

Work well under pressure and reliable.

Ease of dealing with Teamwork discipline.

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- **References available upon request**