

Résumé

Ammar Said

B.Sc. Mechanical Engineering, Technical Director, HRIS Specialist, Trainer

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Objectives:

Seeking a new & challenging opportunity that will enhance my diverse experiences & help me attain professional goal of becoming one of professional team.

Professional Experience (Short list):

- [August 15th, 2017– December 1st, 2018]
HR Manager.
Aman Holding for Industries, Steel Plant, Homs, Syria.
- [March 15th, 2015– April 30th, 2017]
HR & Administrative Manager.
Global Surveys, Lattakia, Syria.
- [September 1st, 2010 – March 1st, 2012]
Payroll Specialist - HR Department.
Lafarge for Cement, Damascus, Syria.
- [August 1st, 2004 – August 31st, 2010]
Technical Director - Technical Department.
Transtek, Damascus, Syria.
- [September 1st, 2002 – July 31th, 2004]
Oracle Developer – Software Development Department.
Arabic Expert Center, Damascus, Syria.
- [September 1st, 1997 – August 31th, 2002]
Teacher – Mathematics, Mechanical Science & Computer Science.
Second Industrial Institute in the Ministry of Education, Damascus, Syria.
- [January 1st, 1995 – August 31th, 1997]
Executive Engineer – Project Management Department
Al-Sahel Public Building & Construction Co., Damascus, Syria.

Job Description (In details):

- **As HR & Administrative Manager - HR & Administration Department at Global Surveys, Lattakia, Syria. [March 15th, 2015– April 30th, 2017]**
 - Full responsibility for entire Human Resources department including Salaries and wages.
 - Building the company's rules of procedure including recruitment, training and evaluation procedures, in accordance to ISO 9001: 2015.
 - Writing job description and setting KPIs for all positions in the company.
 - Setting Organization & Positions Chart of the company.
 - Setting the company's code of ethics, Internet policy and commitment to confidentiality statement.
 - Setting the goals and objectives of HR department and determining advantages and risks according to SWOT analysis.
 - Setting the salaries, wages and compensation policies, according to the company's organizational chart.
 - Developing evaluation policies depending on each job position's description and KPIs.
 - Develop the annual training plan and the budget, based on the study of training needs and the evaluation results.

- **As Payroll Specialist - HR Department at Lafarge for Cement, Damascus, Syria. [Sep 1st 2010 – Mar 1st 2012]**
 - **Payroll Calculation**
 - Analyzes, prepares and supervise on inputs payroll data.
 - Typically uses automated system to produce accurate and timely payroll.
 - Ensures compliance with all applicable laws, customize the reports for weekly, monthly, quarterly and year-end that included (gross payroll, hours worked, vacation accrual, tax deductions, benefit deductions, or any required data) for management.
 - Prepares weekly, monthly, quarterly and year-end reports (gross payroll, hours worked, vacation accrual, tax deductions, benefit deductions, etc.) for management.

- **As Technical Director at Transtek, Damascus, Syria [Aug 1st 2004 – Aug 31st 2010]**

Scope of Work:

- Responsible to analyze work process design and flow, improve processes and leverage the return on technological capabilities.
- Builds project plans, ensures adherence to project schedules, maintains a systems orientation and can work effectively with peers to set technology priorities and conduct long-term planning.
- Assists subject matter experts with ensuring data integrity, testing of system changes, report writing and analyzing data flows for process improvement opportunities and supports HRMS upgrades, patches, testing and other technical projects as assigned and implementation of HRMS system upgrades or patches.
- Collaborate with functional and technical staff to coordinate application of upgrade or fix. Maintain HRMS system tables. Document process and results.

HRIS Support:

Provide support for HRMS including, researching and resolving HRMS problems, unexpected results or process flaws; perform scheduled activities; recommend solutions or alternate methods to meet requirements.

Repts/Queries:

Write, maintain and support a variety of reports or queries utilizing appropriate reporting tools. Assist in development of standard reports for ongoing customer needs. Help maintain data integrity in systems by running queries and analyzing data.

Training:

Develop user procedures, guidelines and documentation. Train clients on new processes/functionality. Train new system users.

HRIS – Clients & Implementation:

This is a list of clients provided by Transtek with HR Solutions:

Joud Industries:	Compas HR Implementation
GANAMA:	Compas HR Implementation
Syrian Custom Directorate:	Compas HR Project Manager
Avenzour:	Compas HR Implementation
Sabra Group of maritime transport:	Compas HR Project Manager
Arab Bank:	Compas HR Implementation

SGB Bank:	Compas HR Project Manager
Al-Furat Petroleum Company:	Compas HR Project Manager
Universal Tempered Glass:	Compas HR Project Manager
National Sugar Company:	Compas HR Project Manager
LICT:	Compas HR Implementation
INDOMI:	Compas HR Implementation
SIIB Bank:	Compas HR Implementation
BSO Bank:	Compas HR Project Manager
QNB Bank:	Compas HR Implementation
Lafarge Company:	Compas HR Project Manager

Education:

[1994]

B.Sc. Mechanical Engineering, The Faculty of Mechanical and Electrical Engineering
Tishreen University, Lattakia, syria

Training Courses:

Course Scoop	Institute	Address	Date
Human Resources Management	Syrian Consulting Bureau (SCB)	Damascus, Syria	2008
Diploma in Computer Maintenance	Al-Wafer	Damascus, Syria	2002
ORACLE 8, Database Administration	Al-Wafer	Damascus, Syria	2001

Personal Details:

Date of Birth: February 20th, 1967.

Marital Status: Married.

Nationality: Syrian.

Military service: Served.

Language: Arabic: Native Speaker - English: Very Good.

References

Available upon your request.