

Mahmoud Aboseido

HR - Administrative Assistant

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Nationality : Palestinian
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PERSONAL STATEMENT

Capable HR Officer comfortable with taking the lead in employment protocol compliance and in anticipating staffing needs. Trained in both large corporate and small non-profit settings. Maintains clear lines of communication between HR staff employees and management.

EXPERIENCE

- HR
- Information Technology
- Training
- Purchases
- Administration
- Accounting
- Work Rules
- Government Regulations

SKILLS

- High ability to withstand work stress
- Negotiation
- Action plans
- Social relations
- Multiple tasks
- Solve problems with diplomacy
- Ability to make a decision
- Executive Management
- Planning
- Recruitment, allocation, termination and managers succession plan.
- Performance evaluation
- Compensation and benefit, reward program
- Employee and labor relationship
- Safety and healthy
- Training
- Organizational structure
- Communicates HR policies, programs and procedures and improves timely as needed
- Conducts new employee orientation related to HR
- Provides economic analysis over HR program vs benefit
- Budget, manage and control HR related expenses and cost

COURSES

- Anti-money laundering and terrorist financing courses - Kuwait
- How to deal with the social insurance law program according to the latest amendments.
- A course in Kuwaiti Labor Law No. (6) Year 2010 regarding work in the civil sector.
- Comprehensive science courses in computer and Microsoft application systems.
- Proficiency in programming on access.
- Courses in dealing with customers.
- Course in the maintenance of computers.
- Accounting course from Kuwait Accounting Society.

QUALIFICATIONS

- **University of Aleppo** - Faculty of Commerce and Economics 2007-2008

PREVIOUS EXPERIENCE

- Supervisor - Support Services Department - Commercial Facilities Company 2014 - 2017
- Senior Administrative Clerk - Support Services Department - Commercial Facilities Company 2009 - 2014
- Administrative clerk - Support Services Department - Commercial Facilities Company
- Technical Support Officer - Quick Solutions Software 2000 - 2005
- Student Service Center - Student Center 1999-2000

EXPERIENCE

Assistant Director of Administration - Support Services Department - Al mailam Group For Trade & Industry since 2017 till now

- Management of the annual staff evaluations and the consequent staff payments.
- Manage the processes of building a system for salaries, human resources, inventory management and self-service.
- Manage the interviews, recruitment, termination and promotion of the company.
- Supervising the staff of the administration in order to carry out their tasks and distribute work among them through the establishment of a mechanism for work.
- The direct responsibility to ensure the company's compliance with laws related to human resources functions and ensure compliance of policies and procedures to the labor law under the general administration of the labor force in addition to the social insurance laws, whether Kuwaiti or Gulf.
- Commitment to implement the directives of senior management through the development and updating of the administrative policies and procedures related to human resources and make recommendations thereon.
- Direct responsibility for the recruitment work plan, manpower budget and training.
- Direct responsibility for licenses from government agencies of all types.
- Direct liability for insurance (health and life insurance for employees, insurance against theft, insurance against fire, and insurance of buildings of the company)
- Supervising the maintenance department for the company building and branches.
- Contract supervision, preparation, analysis and negotiation.
- Ensure the proper functioning of the company or the institution and its branches.

LANGUAGES

- **Arabic:** Mother Language.
- **English:** Good.