

Né en 1967  
H1X 1V8 (québec) Canada  
Plus de 10 ans d'expérience  
Réf : 1405191541

## Directeur des ressources humaines

### Ma recherche

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Je recherche tout type de contrat, sur la France et étranger, dans le Bâtiment.

### Formations

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### Expériences professionnelles

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**/ - à ce jour :**

Gérontologue

human resources advisor oct jan cedrom sni montreal canada □ human resources procedure implementation. □ recommend a new employee guide. □ procedures and human resources tools and policy auditing.

**/ - à ce jour :**

Assistant / Assistante de gestion en ressources humaines

human resources generalist jan may novitek international montreal canada □ coordinate the staffing process, organize and conduct the interviews, new employees integration ; □ inform employees and supervisor's on the company policies and the human resources procedures, □ perform the tasks and activities related payroll; □ manage administrative insurance files (deductions, rebates ... etc..) □ updating databases and files management; □ prepare the communication tools like reports, manuals, and presentations.

**/ - à ce jour :**

Spa Manager

human resources and administration director feb 07 july 10 sgs qualitest algeria spa www.sgs.com □ ensure human resource manual implementation and updating. □ recommend, develop, interpret and clarify human resources procedures and policies. □ assist in hiring, including developing job descriptions, job advertisements, screening and interviewing candidates. □ technical staffing services, hiring people for our affiliate needs in uae and arab peninsula. □ plans and conducts new employee orientation foster positive attitude toward company goals. □ prepare and maintain accurate records, files and reports, including responsibility for maintaining personnel records. □ following up the human resources project launched by the corporate human resources in geneva. □ identify the training needs of division staff and design annual training plan. □ implement of salary compensation, benefits structure in line with the local practices and the group's guidelines □ plans and maintains local hr budget and identifying annual increase levels in salaries. □ develop, implement and participate in employee recognition programs. □ monitor and ensure understanding and implementation of the group code of ethics □ provide information and understanding needed achieve goals and objectives □ maintain knowledge of and ensure compliance with employment related laws and regulations. □ ensure build a strong relation with the local labour authorities in the south of algeria. □ ensure the annual balance sheet, and performance indicators implementation.

**/ - à ce jour :**

Planneur / Planneuse senior

human resources plant manager oct 04 jan 07 algerian cement company, m'sila (east of algeria) www.orascomci.com □ human resource procedures implementation (recruitment, performances appraisals, training...etc). □ meet with and assist team leaders in planning and directing activities, explaining and implementing decisions, and resolving significant issues involving team members. □ prepares budget of human resources operations. □ in charge of many hr projects (job description, performance evaluation, compensation policy. □ supervise the personnel files administration (payroll, social insurance, employments contract ...etc. □ update and elaborate the monthly hr balance sheet, annual social balance sheet. □ ensure follow up of the occupational health and safety □ maintain a good social climate inside the plant and ensure negotiation with the labor union. □ advises management in appropriate resolution of employee relations issues. □ following up the legal affairs; and expatriate administrative files. □ follow up the company expansion in another location in algeria by ensuring hiring new staff

### **/ - à ce jour :**

#### **Chef / Cheffe de projet Maîtrise d'Ouvrage des Systèmes d'Information (MOA)**

human resources administration site manager april 03 oct 04 algerian company of realization of industrial projects hassi messaoud www.sarpi dz.net □ hr procedures implementation (recruitment, performances appraisals, training...etc). □ satisfying of the process recruitment needs. □ in charge of many hr projects (job description, performance evaluation, compensation. □ update and elaborate the monthly hr balance sheet, annual social balance sheet. □ ensure follow up of the occupational health and safety □ maintain a good social climate inside the plant, and ensure negotiation with labour union. □ following up the legal affairs; □ supervision of expatriate administration within algeria human resources and administration director march 01 march 03 etewa spa, algiers algeria □ human resource procedures implementation (recruitment, performances appraisals, training...etc). □ identifies legal requirements and government reporting regulations affecting human resources functions. □ studies legislation, arbitration decisions, and collective bargaining contracts assess industry trends. □ satisfying of the process recruitment needs. □ update and elaborate the monthly hr balance sheet, □ approving and controlling all company hr expenses. □ update the company internal regulation. □ recommend a new collective labour and discuss it with the labour union. □ following up the legal affairs; □ manage the general services department (purchasing, negotiation with suppliers) human resources manager, nov 98 mars 01 simedal spa algiers algeria □ human resource procedures implementation (recruitment, performances appraisals, training...etc). □ satisfying of the process recruitment needs. □ supervise the personnel files administration. □ update and elaborate the monthly hr balance sheet, □ implement the employees training needs and benefits □ update the company internal regulation. □ following up the legal affairs; □ manage the general services department (purchasing, negotiation with suppliers personal manager, dec 93 nov 98 dhwa, algiers algeria □ human resource administration, payroll and salary control. □ supervise the personnel files administration, and following up the legal affairs; □ budget preparation □ preparation the administration count, and ensure meet the count court requirement.

## **Langues**

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Français (Oral : maternelle / Ecrit : expérimenté)

## **Atouts et compétences**

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Technically proficient in Microsoft Office Suite ( Word, Excel)and payroll and HR software