

FATIMA SOFRANI

***HR Administrative***

***33, single***

***Algerian***

# Contact

## Address:

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# Languages

* **Arabic*:* (**mother language)
* **English***:*Upper-intermediate level
* **French*:*** intermediate level
* **Turkish:** intermediate level

# IT Skills

* Microsoft Word,Excel, power point.
* PCPAIE
* ERP: RH

# Interests

* Travelling,
* Reading,
* Learning foreign languages

## SUMMARY

I am graduated from Algiers University, faculty of political sciences and international relations, my professional career started for a Foreigner company then a National company, I have been an experience of 10 years in human resources, I have always been ambitious and passionate about my job and I aspire to go further in my career.

## EXPERIENCE

**DAEWOO GROUP** South Korean consortiums (Project of study and carrying out works of development of the new city of Boughezoul) as: **HR Administrative from March 25, 2012 until Mai 16, 2013.**

## Tasks and Responsibilities:

* Assisting with the payroll Process.
* Taking charge of all documents of social security.
* Establishing the cessation of employment relationship documents.
* Pursuing annual, medical and legal leaves.
* Updating daily and monthly reports of Manpower.
* Preparing badges for the new employees during their recruitment.

**COSIDER PUBLIC WORKS** national Company (Railway Project) as:

**Social Security Administrative** **from Mai 22 ,2013 until November 07,2014**

## Tasks and Responsibilities:

* Establishing the employment declarations of workers during their recruitment.
* Taking charge of social security documents (medical certificates, prescriptions, family allowances, work accidents...)

**COSIDER PUBLIC WORKS** national Company (Project of Sleepers Manufacturing and Railway project in Ain Oussera) as:

## HR Administrative From 08/11/2014 –up to present

**Tasks and Responsibilities:**

* Ensuring the management of HR administrative documents (recruitment procedures, end-of-work procedures, contracts, leaves, disciplinary procedures, training, etc.)
* Ensuring the relation with the occupational medicine, and pursue both hiring and periodic visits.

## EDUCATION

* 2016: Master’s degree of Political Sciences, Option: Analysis of Foreign Policy. (University of Djelfa).
* 2010: Bachelor of political sciences and international relations, Option: International Relations (University of Algiers).
* 2011: Certificate in German 2nd year (University of Algiers).
* 2008: IT certificate -Word-Excel- (UNIVERSAL SCHOOL center-Algiers).
* 2008: Certificate in French- sixth level- (UNIVERSAL SCHOOL center- Algiers).
* 2015: training on recruitment process (CETIC-Boumerdes).
* 2019: Certificate in English -Upper intermediate level- (TRANS-FAST Language-Algiers).
* 2021: training on conflict management .
*  Training on social protection in the company.