



DJOUAMA MOUNIRA
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POSITION DESIRED: HR ADMINISTRATOR

OBJECTIVE: To apply the acquired knowledge, education and training in a position commensurate to my qualification and use it in a challenging environment to obtain additional knowledge & development through work experience and utilize the field proficiency for myself and company's improvement.

SKILLS:

- Executive Team Leadership.
- Computer literate (basic knowledge of MS Windows Excel, Word and internet systems).
- Speaks and Writes English, Arabic, French Languages.
- Ability to work well under pressure and deliver quality results on time.

EMPLOYMENT HISTORY:

Company : HYUNDAI ENGINEERING CO LTD.
Project : Combined Cycle Power Plant with an Output of 1338 MW
Place : BISKRA-ALGERIA
Position : HR Administrator
Duration : August 01, 2019 to Present

DUTIES AND RESPONSIBILITIES:

- Looking After day to day Office Administration Works.
- Check and Update Manpower List and vehicle list on daily basis.
- Perform data entry and scan documents.
- Arrange Work Visa, visit visa and mission visa for the new entry workers in the project.
- Recruit workers from Consultant agencies.
- Process Payroll for more than 1500 workers every month as per contract & benefits of workers. Make final settlement for workers as per company norms.
- Apply and Monitor Gate Pass Expiry & facilitate renewal
- Documentation of workers Passports, Entry Visa and Residence permit.
- Take charge on documents processing for vacation and exit employees.
- Coordinate training and development activities for employees. Input employee data and maintain employee files.
- Maintain up-to-date employee's attendance records.
- Preparing Offer letter and Contract Agreement forms.
- Book and manage flights with the company travel provider, ensuring the most cost effective routes are booked.
- Arrange Transportation for each employee to travel for official purpose.

- Handle allocation of rooms for new coming employees keeping updated records of all employees staying in accommodation
- Coordinate to TCN agencies processing status of selected workers as well as workers Mobilization/deployment status.
- Assist in resolving any administrative problems. Perform all other related duties as assigned.

Company : **TECHNOLOGY MONDIAL EXPORT [TME / SECBEL].**
Project : Technologie Mondiale Export, the industrial equipment specialist
Place : BISKRA-ALGERIA
Position : PURCHASING & PROCURMENT ASSISTANT
Duration : JUNE 2017 to NOVEMBER 2018
<https://tme-industrie.com/>

DUTIES AND RESPONSIBILITIES:

- Coordinate between customer & suppliers,
- Making appointment, filling documents; & various seizures.
- Answer calls from customers regarding their inquiries.
- Arrange Third party certification for equipment and manpower as per request.
- Arrange calibration certification for materials as per request.
- Purchase, receive and store the office supplies ensuring that basic supplies are always available.
- Make request for the Quotation for the needed materials & arrange the LPO for the ordered materials and make the database for those LPO's and receiving the invoices as the same.
- Prepare monthly status of Expenses, Cost of Construction summary & Invoice Payment request for the Supply companies.
- Check and response email from suppliers.

Company : **REHOUMA MEDICAL SERVICES [RMS].**
Project : IMPORT & EXPORT COMPANY
Place : BISKRA-ALGERIA
Position : COMMERCIAL ASSISTANT
Duration : DECEMBER 2018 – April 27, 2019
<https://rehouma.com/>

DUTIES AND RESPONSIBILITIES:

- Welcome customers & identify their needs
- Save & operate the customer's order and follow the progress of the requested orders with suppliers [Transport, delivery date, packaging]
- Establish the import documents [Bank domiciliation, transfer order, credoc, following the CMA ...]
- Verify and balance daily receipts.
- Prepare monthly financial statements, review, and commentary.
- Maintain records and prepares reports and correspondence related to the work.
- Receive the goods and store them
- Check labeling, removal of defective products.

- Prepare meetings with customers to distribute the material and receive payment thru cheque, bank transfer, or cash

HIGHEST EDUCATIONAL ATTAINMENT:

- 2011 – 2013 : DIPLOMA LICENSE IN ENGLISH AT MOAHMED KHIDER UNIVERSITY
- 2014– 2014 : DIPLOMA MASTER 2 IN ENGLISH-APPLIED LINGUISTICS-AT MOHAMED KHIDER UNIVERSITY
- 2010– 2011 : BACHELOR OF LETTER & PHILISOPHY
- 2017 : TRAINING AT CENTER OF CAREER DEVELOPMENT –BASHA SCHOOL- CERTIFICATE OF PARTICIPATION ON SOFT SKILLS TRAINING COURSES
- 2018 : COMPUTING CERTIFICATE AT VOCATIONAL TRAINING CENTER- FADILA SAADANE-BISKRA
- 2019 : SENIOR TECHNICIAN ON ACCOUNTING & FINANACE AT PROFESSIONAL FAMILY SCHOOL.

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PERSONAL DATA:

Date of Birth : 14 JANNUARY 1992

Civil Status : SINGLE

Passport No : 172067540

Place of Issue: BISKRA-ALGERIA

Expiry Date : January 21, 2027