



+213(0)661 609 000

wrsofiane@hotmail.com[linkedin.com/in/oullebsir-sofiane](https://www.linkedin.com/in/oullebsir-sofiane)Cité Ahmed Medeghri
Rouiba Alger Algeria**Career Objective**

« A career is not improvised; it is built. »
18 years of experience in HR management and supporting the evolution of companies

**WORK EXPERIENCE****DIRECTOR OF ADMINISTRATION AND HUMAN RESOURCES****Industrial Packaging**

Jan 2022

*In coordination with the General Management, this individual is in charge of defining and directing the company's human resources plans and policies. implementation of HR initiatives aimed at updating and altering the business (ex: HRIS, developing the employer brand, attraction procedures and policies, retention and development of talent, recruitment, training, etc.). In terms of administrative management, planning, recruitment, and HR development, supervise all HR divisions and the company's workforce. **HR MANAGER***

Société des Eaux Et Assainissement d'Alger –SEAAL-

Jan 2016 - Dec 2021

reporting to the central HRD and general management responsible for the definition and implementation of the HR process; management and supervision of administrative management, planning, recruitment, human resources development, etc.

DEPUTY DIRECTOR OF HUMAN RESOURCES**Entreprise Nationale De Gestion Touristique Centre - EGT Centre -**

May 2014 - Jan 2016

Acting Human Resources Director Head of Management Administration and Payroll, Recruitment Management Careers and Training, Reporting, Social, Litigation Management Company representation at Institutions, Internal Communication, Implementation of HR Management Procedures, etc.

HR MANAGER**Agence Nationale Du Patrimoine Minier - ANAM -**

May 2013 - May 2014

Management of the Administrative Workforce, Needs Definition, Recruitment and Training Plans, Monthly Pay Preparation, Nomenclature, Job Descriptions, and Reorganization putting monthly HR reports into practice, working with the legal department to manage lawsuits..

ADMINISTRATION AND HR MANAGER**AMIMER ENERGIE APS**

Dec 2011 - May 2013

Management of personnel and payroll, establishment of criteria for creating a training program, hiring, handling of disputes in conjunction with legal departments, HR Reporting, The creation of the interim budget...

HR PROJECT**SAIPEM SPA (Multinationale)**

Aug 2010 – Déc 2011

Follow-up on the contractual situation and notices of trial periods on-site, Case management, rotations, and recovery leaves, as well as the on-site integration of new hires, keeping track of attendance, coordination and interaction between many departments (HSE, Construction, Security, Quality and others, etc.) Expatries file management, etc.

ADMINISTRATION AND HR MANAGER**Sarl RENADIAL**

March 2008 - Aug 2010

Administration of personnel, payroll, contract management, dashboard, work rotations, recruitment, and monthly and annual CNAS returns, among other things.

ADMINISTRATIVE OFFICER**Sarl VIGISER (BRC)**

March 2005 - March 2008

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EDUCATION & TRAINING

BACHELOR'S DEGREE IN PSYCHOLOGY

Option Organizational and Labour Psychology

University of Human Sciences-Institut de Psychologie-BOUZAREAH Algiers

June 2003

HIGHER STUDIES IN PSYCHOLOGY

Université Des Sciences Humaines-Institut de Psychologie-BOUZAREAH Algiers

Oct 1999 - June 2003

HIGHER STUDIES INSTITUTE FOR INFORMATICS

University of Science and Technology - USTHB Algiers

Oct 1997 - Jul 1999

Baccalauréat

Management & Economic Mention: Good

Jul 1996

TRAINING IN THE ADMINISTRATION, SOCIAL, PAYROLL, LABOUR CODE TRAINING IN HR MANAGEMENT

Institute for Training and Improvement of Working Conditions IFACT

2008

MANAGEMENT OF SOCIAL WORKS IN THE ECONOMIC AND ADMINISTRATIVE SECTORS

Institute for Training and Improvement of Working Conditions IFACT

2009

QUALITY MANAGEMENT SYSTEMS (ISO 9001- 2008/ ISO14001- 2004/ OHSAS 18001-2007)

Quality Management Services QMS

2009

COMPONENTS OF SKILLS AND CAREER MANAGEMENT

Training Center SEAAL

2016

DASHBOARD

IT Talent KOUBA

2018

HR information systems HR ACCESS V9

SOPRA HR

2017

QUALITY MANAGEMENT SYSTEMS NORME ISO 9001/2015

TÜVRHEINLAND

2018

SPECIAL SKILLS

- Computer skills, MS Office.
- HR Information Systems (HR Access), Sage Paie, PC paie, other HR management ERP.
- familiarity with current and enacted legislation in Algeria..
- Team leadership, transparency, and cross-cultural communication conflict resolution.
- Decision-making, creativity, management, and project management for change initiatives with a hint of difficulty.
- Ability to adapt in different environments, Versatility with a good relationship.
- Autonomy with writing abilities, dynamism, moral rectitude, initiative-taking, and analytical abilities
- Communication, excellent listening skills, negotiation, method, rigor, organization, and availability are all important.
- Customer-centeredness, responsibility, and timeliness with a strong sense of listening and negotiating

LANGUAGE

FRENCH Very Good

ARABIC Very good

ENGLISH Good