

Salim H. - Né en 1967
H1X 1V8 (québec) Canada
30 ans d'expérience
Réf : 1405191541

Directeur des ressources humaines

Ma recherche

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

Formations

Human resources professional with a strong experience in Algeria

Québec : Algeria : Cité Oulami Ahmed Bt F1 ☐ 34 Ouled Fayet- A0lgiers- Algeria - Landline:

Expériences professionnelles

Human Resources Advisor Oct-2013-Jan-2013 CEDROM Sni -Montreal -Canada- ☐ Human resources procedure implementation. ☐ Recommend a new employee guide. ☐ Procedures and human resources tools and policy auditing.

Human Resources Generalist Jan-2012 -May 2012 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 to payroll; ☐ Manage administrative insurance files (deductions, rebates ... etc..) ☐ Updating databases and files management; ☐ Prepare the communication tools like reports, manuals, and presentations.

Human Resources and Administration Director Feb-07 to 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 to 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 to achieve goals and objectives ☐ Maintain knowledge of and ensure compliance with employment-related laws and regulations. ☐ Ensure to build a strong relation with the local labour authorities in the south of Algeria. ☐ Ensure the annual balance sheet, and performance indicators implementation.

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 to 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

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 to 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 to 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 to meet the count court requirement.

Atouts et compétences

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