

October – 2022

Abdulkafi ELAHMER

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Syrian-Turkish

Gaziantep / Turkiye

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EDUCATION

KAHRAMANMARAŞ SÜTÇÜ İMAM ÜNİVERSİTESİ

MECHANICAL ENGINEERING

2016-2021 – Kahramanmaraş / Turkiye

WORKING EXPERIENCE

SHAFAK NGO

Aug 2020-Present – Gaziantep / Turkiye

Human Resources Assistant

- Preparing project-based contracts and contract templates for all employees or service providers built on the reviewing of the budgets of each project in question.
- Ensure Job Descriptions are completed for all staff.
- Liaising with the Legal accountant in all matters related to legal procedures from registering new employees to processing their leaves, salaries, status updates, legal issues, and taxes.
- Preparing the monthly payroll for HQ and Field staff and liaising with the other related departments and the legal accountant to conduct salary payments.
- Assist in identifying future hiring needs and developing recruitment goals accordingly.
- Posting of interviews and external advertisements.
- Schedule interviews with the candidates.
- Facilitate the offer process by extending the offer and negotiating employment terms.
- Manage the overall interview, selection, and closing process.
- Screen candidates by reviewing resumes and job applications and performing phone screenings.
- Perform reference checks as needed.
- Assist in conducting interviews and filtering candidates for open positions.
- Completing paperwork for new hires.
- Ensure all screening, hiring, and selection are done in accordance with employment laws and regulations.
- Ensure all employee personnel files are complete and accurate.
- Overseeing all personnel operations (vacations - remuneration - assignments – status change).
- Assist in updating all trackers regularly (Leave Requests, Timesheets, Database, etc.).
- Liaise with all filed officers on issues related to HR.
- Promote employee understanding and adherence to personnel policies.
- Support the team and staff for any HR-related issue when requested.
- processing resignation requests - processing end-of-service requests (clearance patents, experience certificates, end-of-work interviews)
- Communication with legal affairs specialists in relation to employees.
- Monitoring employee attendance at all Shafak events.

BİVER MOBİLYA Feb 2020-Aug 2020 – Kahramanmaraş / Turkiye
Web & Graphic Designer / CNC Operator (Part-Time)

UNITED GROUP Jun 2017- Aug 2020 – Istanbul / Turkiye
HR & Admin Officer / MIS Development Supervisor Working under multiple titles over the time of employment, time allocated to each role is distributed as necessary.

HR & Admin Officer

- Systematically filing important company documents.
- Ensuring the confidentiality and security of files and filing systems.
- Answer queries by employees.
- Assist with payroll functions, including processing, answering employee questions, and fixing processing errors.
- Update and announce office policies as needed.
- Prepare reports and presentations with statistical data, as assigned.
- Assisting with job postings and interviews under the supervision of the management team.
- Maintain employee records (Personal documentation, Attendance, Contracts, etc.)
- Plan and implement training programs under the supervision of the management team.

MIS Development Supervisor Relevant duties as MIS development supervisor:

- Development of applications through the full project lifecycle from gathering requirements through to implementing, documentation, training, and support.
- Plan new features and applications in conjunction with other internal teams (HR Department, Admin, Finance, Call Center, Media, third-party entities, and beneficiaries) and the system suppliers.
- Work in close proximity with the programmers and oversee the development process, and make sure that deadlines are met and the plans are within the budget.
- Supervise the implementation and testing of any upgrades to the software when needed.
- Liaising with the MIS software suppliers with regard to technical issues within the system with which the company needs support and solutions.
- Contribute to the development of new procedures and processes to ensure that data quality is improved.
- Provide support to users of applications run by the Management Information Systems on a day-to-day basis.

Web Administrator

Field Director / Camera Operator (UniTour by United Education on Youtube episodes 3-10)

Graphic Designer

IT Support

FİKİR EVİ DERNEĞİ Aug 2016-Nov 2016 – Kahramanmaraş / Turkiye
Graphic Designer

PRATİK MEDYA Jan 2016-Aug 2016 – Kahramanmaraş / Turkiye
Web & Graphic Designer

TRAINING AND OTHER CONTRIBUTIONS

University of Minnesota – Coursera Platform PREPARING TO MANAGE HUMAN RESOURCES Online	Ongoing
Al-Munthir Saffan – Shafak Organization BASIC VBA IN EXCEL Gaziantep-Turkiye	5 Days Workshop – 2021
Al-Munthir Saffan – Shafak Organization ADVANCED POWER BI Gaziantep-Turkiye	5 Days Workshop – 2021
Care Organization Online Platform – Shafak Organization PSEA TRAINING Gaziantep-Turkiye	Online Course – 2021
Internal Training – Shafak Organization BASIC POWER BI Gaziantep-Turkiye	2 Days Course – 2021
Al-Munthir Saffan – Shafak Organization POWER QUERY Gaziantep-Turkiye	4 Days Course – 2020
Al-Munthir Saffan – Shafak Organization ADVANCED EXCEL TRAINING Gaziantep-Turkiye	4 Days Course – 2020
Knowledge Pathways International MARKETING AND DIGITAL MARKETING STRATEGIES Istanbul-Turkiye	2 Days Workshop – 2019
Orange Organization BANKING IN TURKEY Kahramanmaraş-Turkiye	3 Hours Lecture – 2019
EMG Training Academy – United Group DIGITAL MARKETING Istanbul-Turkiye	9 Hours in Lectures-2019
Afkar Plastik – KSÜ MECHANICAL ENGINEERING INTERN Gaziantep-Turkiye	One Month Internship -2020
Afkar Plastik – KSÜ MECHANICAL ENGINEERING INTERN Gaziantep-Turkiye	Two Months Internship -2021

LANGUAGES

	Listening	Reading	Speaking	Writing
ARABIC	C1	C1	C1	C1
ENGLISH	C1	C1	C1	C1
TURKISH	C1	C1	C1	C1

OTHER SKILLS

COMPUTER SKILLS

- Operation and Maintenance of Microsoft Windows
- Microsoft office & VBA
- Google Apps Script (Scripting for Automation in: Google Sheets – Drive – Other Google Services)
- Effective Googling and Power Searching
- KOBO
- JavaScript & SQL
- Adobe Creative Products
- Blender 3D, Cycles Render & V-ray
- CAD&CAM Programs (SolidWorks, Fusion 360, AutoCAD, ArtCAM)
- WordPress, SEO Tools
- VMware

ORGANIZATIONAL AND COMMUNICATION SKILLS

- Excellent verbal and written communication skills.
 - Excellent interpersonal skills.
 - Flexibility and openness to change.
 - Easygoing and approachable.
 - Critical innovative thinking.
 - Problem Solving with attention to detail.
 - Planning for goals.
 - Ability to work on own Initiative.
 - Highly motivated.
 - Leading and managing teams.
 - Meeting deadlines consistently and working under pressure.
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