



TABARK QASEM IBRAHIM

PERSONAL INFORMATION

Name: Tabark Qasem Ibrahim

Date of Birth: September 15, 1995

Gender: Female

CONTACT

PHONE:

07711484801

EMAIL:

Tabark.aldeneen@gmail.com

PROFESSIONAL PROFILE

A highly professional individual with extensive experience, Competently and confidently interacts with people of different backgrounds, professions and cultures., Personal strength includes organizational skills, team work, strong sense of loyalty, approachable with mature Attitude and adaptable to any extreme situation and arduous working conditions.

EDUCATION

University of basra

Master's Degree in

Mathematics Science.

Research activity:

- Ibraheem, Tabark Q., and Alaa A. Nagim. "On topological spaces generated by graphs and vice versa." *Journal of Al-Qadisiyah for computer science and mathematics* 13.3 (2021): Page-13.

Courses:

- Certificate of University Teaching Methods Course 2021.

Skills

- Proficient in Microsoft Office
- Language :
 - Arabic: Native
 - English: Fair
- Using Outlook for emails as well as report documentation up to archiving.

Experience

1- Sima Baghdad \ West Qurna 2
Human Resource Manager 2020 -2021

Present Responsible for working alongside Operations Managers to ensure that all HR activities are carried out to the highest standard.

Duties:

- Ensure that the business is legally compliant in all of its recruitment activities.
 - Giving new starters a truly positive and professional perception of the company.
- Operate, integrate and deliver HR processes, projects and change.
- Driving excellence and best practices at every opportunity.
- Responsible for all recruitment, selection and induction activities for both permanent and temporary employees.
- Develop and supervise all reward and recognition schemes for employees.
- Managing an effective employee performance review system.
- Implementation of HR initiatives at the company level.
- Implement talent acquisition strategies. .
- Manage a team of more than 50 HR staff.
- Building relationships with third party recruitment agencies.

2- Alhillal group / albasra
Certified General Account 2017-2019

Duties:

- Preparing and preparing financial reports and analyzing financial statements
- Collecting and analyzing financial and accounting data
- Documenting movements, financial records, purchases and sales movements
- Prepare trial balance every month
- Preparing and supervising accounting books
- Provide financial information to relevant administrators
- Suggesting the necessary financial measures to be taken
- Maintain backup copies of financial records
- Preparing the necessary reports, lists, financial schedules and books Accounting periodically.