

PERSONAL INFORMATION

MALIK ALAASSIR

 Yeşilkent Mah. 1895 SK. Esenyurt, 34100 Istanbul (00000)

 00905356556932

 aslihamwi@gmail.com

Sex Male | Date of birth 27/01/1987 | Nationality Syrian

WORK EXPERIENCE

15 Oct 2015–1 Apr 2018

Human Resources and Operations Manager

ALGEDRA INTERIOR DESIGN, Istanbul (Turkey)

[algedra.ae](http://algedra.ae)

I Developed policy and directed and coordinated human resources and operations activities, such as employment, compensation, labour relations, benefits, training, maintain financial activities, follow up with suppliers, and employee services by performing the following duties:

- Develop and maintain a human resources system that meets top management information needs
- Identify legal requirements and government reporting regulations affecting human resources functions and ensures policies, procedures, and reporting are in compliance
- Recruit, interview, test, and select employees to fill vacant positions.
- Administer performance review program to ensure effectiveness, compliance, and equity within organization
- Prepare budget of human resources operations
- Plan and conduct new employee orientation to foster positive attitude toward Company goals
- Analyse process workflow, employee and equipment requirements
- Work closely with management team to set and implement policies, procedures and systems and to follow through with implementation.
- Monitor Social Media Plan and Department

Business or sector Interior & Exterior Design

1 Jun 2013–1 Jun 2015

Soft Skills Trainer

SYRIAN FREE EMIGRANTS ORGANIZATION, Douma - Eastern Ghouta (Syria)

[www.facebook.com/almohajroonalahraar/](http://www.facebook.com/almohajroonalahraar/)

- Plan training programs based on the Area workforce needs
- Implement training programs and train all trainees with the following skills:
  - \* Communication Skills
  - \* Team work Management
  - \* Planning and setting goals
  - \* Creative Thinking Methods
  - \* Administration Basics
- Participate in all training programs with other Organizations and Projects such as: Success Diploma Project (12 months planning and 6 months implementing) and Develop and empower teaching staff-Project (1-month planning and 1 month implementing)

Business or sector NGO

1 Nov 2012–1 Aug 2015

### Co Founder & CEO

AOSSUS EASTERN GHOUTA ORGANIZATION, Douma - Eastern Ghouta (Syria)  
<https://www.youtube.com/watch?v=eTcSy-HLDbY>

- Organizing programs and activities in accordance with the mission and goals of the organization.
- Writing program funding proposals to guarantee uninterrupted delivery of services.
- Manage and support the grants requirement and implementation for the organization
- Prepare financial or budget plans and allocation along with the planning and finance department in accordance with each requirement
- Monitor paperwork and other related documents connected with grant-funded programs
- Design and Implement several projects and programs:
  - \*Bait Al Moneh Project: 3 versions project (Supporting farmers, securing work for poor families and distributing food items with high nutritional value in the winter)
  - \*Childhood Spring program: 3 years (Providing psychological support for children, providing developmental and entertainment activities for children)

Business or sector NGO

1 Jun 2008–1 Apr 2012

### Orphan Development Officer

Orphan Friends Bureau / Douma Charity, Douma- Damascus Countryside (Syria)

As a volunteer in Orphan Friends Bureau I was responsible of the following:

- Analyse all orphan needs and determine the most important ones
- Lead and Design the development and empowerment activities with the development team
- supervise and monitor the implementation of the development activities
- Evaluate and develop the activities and measure the effect of them according to the life stage of the children

Examples of implemented activities:

- \* Journey around the world: Historical knowledge, Geographic knowledge, people cultures knowledge, and research skills
- \* Mock-up Making: Architectural skills, Visualization skills, and Craft skills
- \*The Little Inventor: Problem solving skills, Creative thinking skills, and "How does it work?" knowledge

## EDUCATION AND TRAINING

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1 Sep 2008–1 Oct 2012

### BA of Business Administration

Damascus University, Damascus (Syria)

23 Oct 2014–3 Dec 2014

### Human Resources Management Diploma

HARVARD International Training Britain

3 Oct 2014–7 Oct 2014

### Training Of Trainers (TOT)

Averroes Inspire Events \_ Online Course

## PERSONAL SKILLS

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Mother tongue(s) Arabic

## Curriculum vitae

Foreign language(s)	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	B2	B2	B2	B2	B2

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user  
Common European Framework of Reference for Languages

**Communication skills** Excellent contact skills with trainees gained through my experience as a trainer and as an HR manager

**Organisational / managerial skills**

- Excellent Planner
- Excellent Organizer
- Good Leadership skills
- Good Team work player

**Job-related skills** Social Media Platforms Management  
 Good presentation design skills  
 Training Skills  
 Theoretical and Applied content Designer

Digital skills	SELF-ASSESSMENT				
	Information processing	Communication	Content creation	Safety	Problem solving
	Independent user	Proficient user	Proficient user	Independent user	Proficient user

Digital skills - Self-assessment grid

## ANNEXES

- Experience Certificate
- TOT Certificate
- MPTI Certificate
- HR Management Certificate

# Experience Certificate



HİZMETLERİ SANAYİ VE TİCARET  
ANONİM ŞİRKETİ  
Barbaros Hayrettin Paşa Mah.  
Nazım Hikmet Bulvarı 1992. Sok.  
Vetro City Sitesi No:16 Kat 8  
D:184 Esenyurt / İstanbul  
İSTANBUL - 4340-5.  
Phone: + 90 533 061 82 72  
Fax: + 90 212 852 82 90  
Email: info@algedra.com.tr

Date: April 4, 2018  
From: ALGEDRA Management  
Doc. Ref. #: TR/001/04042018/MA

ATTN: Malik Alaasir

## EXPERIENCE CERTIFICATE

This is to confirm that **Mr. Malik Alaassir**, has been working with Algedra Interior Design İstanbul Branch as **HR and Operations Manager** since October 15, 2015 until March 31, 2018.

During the course of his tenure of service in the company, he has been organized and hardworking on tasks given to him.

We do not have any objection for him to pursue his profession further.

We wish him all the best in his future endeavors.

ALGEDRA MANAGEMENT

*Chialh*



Residential Interior Design  
Commercial Interior Design



Villas, Apartments & Palaces  
Corporate Interior Design

This document has been signed in office number 184, Floor 8, Vetro City, Esenyurt, İstanbul, Turkey.

TOT Certificate 

*Get inspired and  
make the difference...*



افيرويس انسباير لتنظيم المؤتمرات  
Averroes Inspire Events

## شهادة حضور

يشهد افيرويس انسباير بأن

**مالك العصير**

قد أتم / أتمت: الدورة التدريبية

مهارات المدرب المايسترو

التاريخ والمكان: ٧-٣ أكتوبر ٢٠١٤ - أون لاين - مركز تنمية للإدارة والتطوير - دمشق

General Manager

د. محمد عفيف القرغان  
مدرب ومستشار في التطوير  
الوظيفي والمؤسسي



افيرويس انسباير لتنظيم المؤتمرات  
Averroes Inspire Events

Event Facilitator



TOT10\_9

MPTI Certificate 





# HR Management Certificate



# HARVARD

INTERNATIONAL TRAINING BRITAIN

THIS CERTIFIES THAT

**Malek Mahmoud Mohammed Deeb**

has successfully completed a comprehensive program in  
*Human Resources Management Diploma*

and, in recognition thereof is hereby awarded this

**Certificate of Achievement**



**Original Certificate**

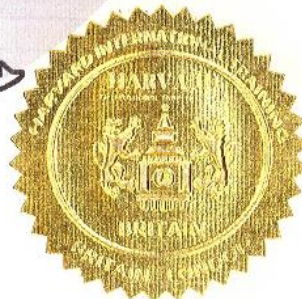
Ref No: **458722**

Grade : **Excellent**

Date : **From 23 Oct 2014 To 3 Dec 2014**



Director  
*Peter Adam*



Diploma