

HR MANAGER

RAFIK BAKAR

About me

- <https://www.linkedin.com/in/rafik-bakar-501489194/>

Education

- ✓ **Masters - Humain Resource Management**
University Oran 2 Mohamed BENHAMAED 2011/2016
- ✓ **Bachelor of Gestion**
Pasteur college 2010

Skill Highlights

- ✓ Human Resource Management
- ✓ Employées engagement
- ✓ Leadership développement
- ✓ Talent développement
- ✓ Recruitment

Experience

Huaman Resources Généralist

TOSYALI ALGERIA – Iron Steel Algeria-Oran; 11/28//2023; Present

- Conducted all necessary administrative work for the HR department.
- Ensured adherence to corporate policies, legal requirements, and health and safety guidelines.
- Coordinated with employees & management to communicate various HR policies, procedures, standards & regulations"; saved recruiting expenses by implementing the company's first employee referral bonus
- Ensured adherence to corporate policies, legal requirements, and health and safety guidelines.
- managed the payroll, employee benefits, corporate events, and team-building activities.
- Ensure legal books are updated.
Conducted all social issues, Declaration of news recruits, reimbursement medical expenses, declaration of work accidents.
- Ensure the management of administrative personnel files.



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Languages:

- ✓ ARABIC
- ✓ ENGLISH
- ✓ FRENCH

Sport;

- ✓ Tennis
- ✓ Padel

Huaman Resource Spécialist

BERRAHAL-GROUP – INDUSTRY SUCRE - Algeria-Oran, 2018/2023

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- managed the payroll, employee benefits, corporate events, and team-building activities.
- Ensure legal books are updated.
- Conducted all social issues, Declaration of news recruits, reimbursement medical expenses, declaration of work accidents.
- Ensure the management of administrative personnel files.
- Supported HR coordinator in managing holiday and absence reports.
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Huaman Resources Spécialist

SPA – SINAL – Equipements Scientifiques, Didactic, Médical& Optic

Algeria-Oran, 2016. 2017

- Coordinating job postings
- Sourcing candidates
- Screening résumés.
- Administrative work regarding scheduling interviews with the hiring Team.
- Conducting interviews.
- Putting together an employment offer.
- Conducting reference and background checks.
- Managing the employee onboarding process