



PERSONAL INFORMATION

MALIK ALAASSIR

 NENE HATUN MAH AZIZIYE CD Sk. /ESENLER / İSTANBUL

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

WORK EXPERIENCE

1 Apr 2018– Till Now

Business Consultant & Co. partner

BUGATTI UNIVERSAL CO. BURSA / TURKEY
bugattiuniversal.com/

Designing the Business Model for the company in Turkey

Designing the processes and the operations of Branding and Hotels Designing

Managed to establish Bursa office

Managed to make a suppliers relationships for fit out materials and hotels furniture

Business or sector Hospitality & franchising

15 Oct 2015–1 Apr 2018

Human Resources and Operations Manager

ALGEDRA INTERIOR DESIGN, Istanbul (Turkey)
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 / Syria

- 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 / Syria

- 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

EDUCATION AND TRAINING

1 Sep 2008–1 Oct 2012	BA of Business Administration Damascus University, Damascus (Syria)
1 Sep 2008–1 Oct 2012	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

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

ANNEXES

Experience Certificate

TOT Certificate

MPTI Certificate

HR Management Certificate