

ADEM CHAITER

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WORK EXPERIENCE

HR & General Administrative Responsible

Qitaf For Care and Services • Doha, Qatar

Feb 2022 - Present

- **Human Resource Management & Development:**

- Develop, implement and oversee all Group HR functions, review and monitoring of all policies, processes, systems and other initiatives.
- Overseeing Group HR functions, review and monitoring of all policies, processes, systems and other initiatives.
- Develop and monitor overall HR strategies, systems, tactics and procedures across the organization.
- In-depth knowledge of Qatar labor law and HR best practices.
- Collaborating with department managers to compile a consistent list of requirements for White Collar & Blue Collar positions
- Discussing and establishing qualification requirements and terms and conditions of employment with managers
- Formulating detailed job descriptions and posting them
- Advertise job vacancies and to screen, shortlist, and interview candidates / End to End Recruitment processes
- Maintaining a database on employees for future vacancies.
- Producing reports on hiring plans and strategies.
- Providing recruitment reports to team managers
- Analyzing the performance of recruitment agencies (for Blue collars) and recommending improvements or changes.
- Work closely with the partnered Recruitment agents for the Blue Collar candidates
- Consistently recruiting excellent staff.
- Maintaining a smooth onboarding process.
- Coordinate and manage the orientation of new employees.
- Conducting performance and wage reviews.
- Creating clear and concise reports.
- Maintaining and reporting on workplace health and safety compliance.
- Handling workplace investigations, disciplinary, and termination procedures.
- Leading a team of human resources.

- Managing all the immigration application through governmental websites and platforms (MOI, MOCI, MOL, MOPH, QCHP)
- Evaluating performance and productivity.
- Preparing the salaries and benefits.
- **Business Development:**
 - Creating development plans and forecasting sales targets and growth projections
 - Identifying market opportunities through meetings, networking and other channels
 - Meeting existing and potential clients and building positive relationships
 - Liaising with colleagues to develop sales and marketing strategies
 - Preparing financial projections and sales targets
 - Preparing sales presentations and participating in sales meetings
 - Producing reports for management
 - Managing of different tenders.
- **Financial Management:**
 - Creating and managing budgets.
 - Improving revenue.
 - Analyzing accounting and financial data.

Vice Dean of Finance and Accounting Department
University of Algiers 3 • Algiers

Jan 2021 - Dec 2021

- Work with the Head to be responsible and accountable for setting and advancing the academic strategy of the Department in line with Faculty and University strategic plans and direction.
- Develop and sustain appropriate structures for management, consultation, decision-making and communication with staff and students.
- Ensure the best possible student experience through the fulfilment of the University's responsibilities concerning students in respect of their admission, instruction, progress and examination.- Ensure all activities are carried out to the highest possible standards and put in place the necessary evaluation and monitoring procedures to ensure both compliance and improvement.

Professor of business administration
University of Algiers 3 • Algiers

May 2014 - Dec 2021

- Responsible for ensuring that all students fully comprehended the taught curriculum and provided support to students who required extra guidance
- Worked closely with the other teachers to ensure all avenues of the curriculum are met and delivered courses the students
- Adopted distinctive teaching methodologies, documented all lessons, organized healthy group discussions, and mentored troubled students
- * Areas of Teaching: strategic management, strategic planning, HR management, Marketing, Projects management, economics sciences

Inspector in traditional industries and crafts
Directorate of Tourism and Handicrafts• Biskra

Feb 2013 - May 2014

Controlling of all the touristic companies and activities in the state to insure that their practices are in compliance with the tourism law and regulations.

Administrative Assistant

Feb 2012 - Feb 2013

Agency for Urban Real Estate Management and Regulation • Biskra

- Realizing the different HR daily, monthly or annually tasks (salaries, allowances, insurance, taxes, sick leaves, loans & deductions, motivation programs, training programs...)
- Preparing and managing the HR recruitments and Hiring processes
- Preparing the HR activities reports.
- Arranging and Scheduling the HR meetings

EDUCATION

Doctorte of Management

Oct 2011 - Oct 2020

University of Algiers 3 • Algiers

Master of Management

Oct 2008 - Jun 2011

University of Algiers 3 • Algiers

Bachelor of Managment

Sep 2004 - Jun 2008

Business High School • Algiers

Languages: English (fluent), French (fluent), Arabic (Native)**Computer skills:** ERP System

Word, Access, Excel, PowerPoint

Google Sheets