

Razhan Mahmood

Berlin, Germany | +4917626678142 | work@razhan.me |
<https://www.linkedin.com/in/razhan/>



Office Manager | Operational HR Manager

I hold a Valid working Visa, and I don't need to change / sponsorship.

EXPERTISE IN HR FUNCTIONS INCLUDING RECRUITMENT, ONBOARDING, PAYROLL, AND BENEFITS ADMINISTRATION.
STRONG COMMUNICATION, ORGANIZATIONAL, AND PROBLEM-SOLVING SKILLS.

PROFESSIONAL EXPERIENCE

P1 PERFORMANCE FUELS GMBH | BERLIN, GERMANY | SEP 2023 – PRESENT (Due to restructuring, my role might be affected)

Office Manager/ Operational HR Management

HR responsibilities:

- Employee Onboarding/Offboarding
- Administrative Support
- Visa application
- Team Assistance
- Support in managing working student time sheets.
- Performance Management
- Employee Relations & Engagement
- Human Capital Development
- Recruitment
- New tools implementation & Practices.

Skills Learned:

German Labour Law - Payroll - HR Software Systems - Compliance – Competencies – HR Operations – German Immigration Laws – Maintaining Global HR Systems.

Office responsibilities:

- Office Supply Management
- Inventory Management
- Asset Management
- Data Entry & Management
- Vendor & Contract Management
- Travel Arrangements
- Reporting & Analysis
- Yearly & Quarterly Events Management.

Financial Collaboration Responsibilities:

- Credit Card Expenses Auditing.
- Invoice Booking (Odoo)
- Expense Reports.
- Data Entry & Management.

ZALANDO OUTLET, BOT | BERLIN, GERMANY | SEP 2022 – AUG 2023

Verkäufer – Retail Sales

- Customer Satisfaction
- Events Management
- Visual Merchandising

DIGITAL LOOP AGENCY | ISTANBUL, TURKEY/ SULAYMANIYAH, IRAQ | APR 2022 – AUG 2023

Operation & Project Manager (Apr 2022 – Aug 2023)

- Budget Management
- Resource Management
- Quality Assurance

Digital Loop Agency | Human Resources & Recruitment Assistant (Sep 2021 – Apr 2022)

- Performance Management
- Employee Feedback
- Employee Relation Support

CODBEL INC | ERBIL, IRAQ | JUN 2019 – SEP 2021

People & Culture Manager

- Team Building.
- Talent Acquisition and Recruitment.
- Employee Engagement and culture building

- Performance Management.

KOMAR UNIVERSITY OF SCIENCE & TECHNOLOGY | SULAYMANIYAH, IRAQ | DEC 2016 – DEC 2017**Event & Activities Coordinator**

- **Event Coordination:** Managed all aspects of event planning and execution, from initial setup to post-event follow-up. Ensured strict adherence to budgets and successful engagement of stakeholders, leading to well-organized and memorable events.

IZOCRETE LTD | SULAYMANIYAH, IRAQ | FEB 2015 – FEB 2016**Sales & Marketing Representative**

- **Strategic Direction:** Concentrated on market analysis, account management, and trend forecasting. Contributed significantly to the development of robust sales and marketing strategies, supporting business growth and market positioning.

EDUCATION & PROFESSIONAL DEVELOPMENT

Master of Business Administration (**MBA**) | University Of Europe For Applied Sciences, Berlin, Germany | March 2022 – August 2023

Civil Engineering, **Bachelor of Science (B.Sc.)** | Komar University Of Science and Technology, SULAYMANIYAH, IRAQ | 2014 - 2019

Certified Professional - Human Resources Management (IPMA-CP)

Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH

IT SKILLS

G-Suite | Microsoft Office Suite | ERP | Personio HRM management and ATS | Asana | Trello | Notion | Leapsome | Pleo DATEV (legal software) | Pandadoc | Workable | Bamboo HR

LANGUAGES

English (C1) | German (C1) | Arabic (C1) | Turkish (C1) | Persian (A2) | Kurdish (Native)

References Available Upon Request