

**Mahshid AFSHAELASLAI**

**Montreal, QC**

**[m.afshaei1976@gmail.com](mailto:m.afshaei1976@gmail.com)**

**514-973-5792**

**Administrative assistant**

**Languages:** English, Persian

**Computer skills:** MS Office (Word, Excel, PowerPoint), Outlook

**Skills:**

- Excellent administrative and organizational skills, capacity to adapt to different situations;
- Excellent planning and organizational skills, and priority management;
- Office work (reception and distribution of calls, filing, writing letters);
- Managing information, maintaining files and data entry, sending and receiving correspondence;
- Greeting and responding to clients, answering phone calls and resolving problems;
- Ability to receive direction from multiple individuals;
- Assisting the Manager, troubleshooting and providing Technical Support;
- Creation and management of databases;
- Preparation and analysis of monthly and annual financial statements
- Strong strategic thinking, a keen sense of initiative and a willingness to constantly innovate.

**Soft Skills:** Communication, leadership, planning and time management skills, Able to teamwork, multitask and prioritize, work under pressure with attention to detail.

**Experience:**

Sarvrayaneh Iran, Iran

**Mar 2014 – June 2022**

**HR coordinator**

- Advise management on organizing and accomplish onboarding practices for newly hired staff
- Managing group insurance and company benefits, preparing, or implementing recruiting or retention programs.
- Interview job applicants to obtain information on work history, training, education, or job skills
- Preparing, editing and designing job ads for publishing on social networks and LinkedIn
- Coordinating the joiner and leaver process;
- Monitoring of probation meetings;
- Administer the engagement survey system;
- Administering and monitoring of absences;
- Administering and monitoring of employee benefits and coordinating changes;
- Monitoring new hire induction programs;
- Preparation of general documentation and reports;

- Monitoring timely and accurate update of personnel records (personnel details, position, Salary, appraisal outcomes, leave records, training and awards);
- Assisting with the coordination of employee orientation training;
- Acting in accordance with legal, regulatory and internal risk management requirements, including complying with policies and procedures;
- Managing sensitive and confidential matters and protecting the security of information, data and files;

Maadiran Group, Iran

**Dec 2000 - Feb 2014**

**HR expert**

- Process paperwork for new employees and enter employee information into the payroll system;
- Preparing and balancing period-end reports;
- Reviewing time sheets, work charts, wage computation, and other information to detect and reconcile payroll discrepancies;
- All related site HR activities.

**Education:**

**Bachelor in sciences Geology**

**1995-1999**

Azad University, Iran

Certificate:

Master of Business Administration (MBA) 30-11-2012 to 01-12-2013 Bahar Business School in Iran

Master of Business Administration (Strategic management) 31-12-2013 to 30-04-2014 Bahar Business

School in Iran

Recruiting, Hiring, and Onboarding Employees, (Coursera) 2023 University of Minnesota

**Volunteer Work:**

**Iranian Human Resources Management Association, Iran**

**2021**

Attending the interviewee evaluation center