

ASHNA SALAH

FOOD TECHNOLOGY ENGINEER
HUMAN RESOURCES PROFESSIONAL

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EDUCATION

2017 - 2021

SALAHADIN UNIVERSITY

Bachelor of Science

Food Technology Engineering

CERTIFICATIONS

- HUMAN RESOURCES MANAGEMENT AMERICAN DIPLOMA**
Completed the Human Resource Management course and earned an American Diploma covering recruitment, performance management, employee relations, compensation and benefits, labor law, and HR operations.
- OFFICIAL CERTIFICATE OF MEMBERSHIP AMERICAN DIPLOMA INTERNATIONAL (ADI)**
- PRODUCTION PROCESS AND QUALITY CONTROL FOOD PACKAGING AND STORAGE MODULE**
- ENVIRONMENTAL POLLUTION, FOOD SAFETY, HACCP AND FOOD CONTAMINATION**
- HAS PARTICIPATED IN AND COMPLETED THE ENTERPRISE DEVELOPMENT AND INVESTMENT PROMOTION TRAINING PROGRAM ISO(9001:2015)**
- ITALIAN AGENCY FOR DEVELOPMENT COOPERATION NAIROBI OFFICE (ENTREPRENEURSHIP AND BUSINESS PLAN)**

SKILLS

- HR Strategic Planning
- Recruitment & Talent Acquisition
- Employee Relations
- Performance Management
- Payroll & Compensation
- Labor Law & Compliance
- Training & Development
- HR Policies & Procedures
- Communication & Negotiation
- Problem Solving & Decision Making
- Microsoft Office (Excel, Word, PowerPoint)
- Data Analysis & Reporting



PROFESSIONAL PROFILE

Results-driven Food Technology Engineer and Human Resources Manager with over 5 years of combined experience in quality assurance, food production, and human resource management. Expertise in end-to-end recruitment, employee relations, HR operations, payroll coordination, and performance management. Strong background in quality systems and food safety standards with excellent communication, organizational, and problem-solving skills. Committed to developing people, improving processes, and driving organizational success through strategic HR initiatives.



WORK EXPERIENCE

AK SOFI COMPANY | HUMAN RESOURCES MANAGER 2025 - 2026

- Manage the full recruitment process, including job postings, candidate screening, interviews, and onboarding.
- Maintain employee records, attendance, leave management, and personnel files.
- Prepare employment contracts and HR documentation in compliance with company policies.
- Assist in payroll preparation and coordinate with the finance department.
- Develop and implement HR policies and procedures.
- Support employee relations by resolving workplace issues and promoting a positive work environment.
- Organize staff training and performance evaluations.
- Ensure compliance with labor laws and company regulations.

DAS FOOD INDUSTRIES | MAIN LABORATORY QUALITY ASSURANCE OFFICER 2023 - 2024

- Implement and oversee quality assurance and control processes to ensure product compliance with industry standards.
- Conduct regular inspections and testing of products to ensure safety and quality.
- Identify areas for process improvement and lead initiatives to reduce waste and enhance production efficiency.
- Maintain detailed quality records and reports.
- Work closely with production teams to resolve quality issues and foster a collaborative working environment.
- Train and develop factory staff on quality control practices and safety standards.

FAMILY COMPANY | QUALITY OFFICER 2021 - 2022

- Develop and implement quality management systems to enhance operational efficiency.
- Conduct regular audits and assessments to identify areas for improvement.
- Ensure compliance with industry regulations and quality standards.
- Collaborate with cross-functional teams to design and execute corrective action plans based on audit findings.
- Facilitate training sessions to promote a culture of quality awareness.
- Analyze data and quality metrics to drive strategic decisions and enhance product/service quality.



REFERENCE

References available upon request.



LANGUAGES

- English 80%
- Turkish 80%
- Arabic 50%