

IBTIHAL BOUKJIJ

HUMAN RESOURCE MANAGEMENT



CONTACT

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- Lot. 4, N° 175, Tanger

EDUCATION

2018

ENCG - TANGIER

- Human Resource Management

2011

BACCALAUREAT

- Economic Sciences

SKILLS

- Employee relation and Conflict resolution
- Performance and career management
- Performing HR analytics
- HR Tools: MS Office, SGAE Payroll, SAP, Power BI, LinkedIn recruiter, JIRA

LANGUAGES

- English (Conversational)
- French (Fluent)
- Arabic (Native)

PROFILE

Passionate about people and business strategy, I bring HR expertise to drive transformation and optimize performance.

With a digital-first approach, I support change management, lead projects, and foster an agile culture. I partner with leaders to define strategic direction, optimize HR budgets, and ensure alignment with company goals.

WORK EXPERIENCE

■ PAVECO - Group THE MAKERS - Textile manufacturing NOV. 24- JUL. 25

HR Generalist

- Expand recruitment channels and support the end-to-end hiring process through onboarding.
- Updated existing HR procedures and developed new ones as needed.
- Created job descriptions and defined task ownership using a RACI matrix.
- Managed annual performance reviews and prepared training plans.
- Consolidated HR data within the Sage HR system.
- Produced reports and analyzed HR data using Power BI.

■ VEHICLEVO - German Group - R&D Automotive industry

Temporary mission- Aug-Nov. 2024

HR Generalist

- Supported the administrative setup of the company in Morocco.
- Developed a Morocco-specific salary grid.
- Adapted bonus schemes to align with Moroccan regulations.
- Implemented a remote work management procedure.
- Localized group HR policies to the Moroccan legal framework.
- Managed the full recruitment process from scratch via LinkedIn Recruiter through to contract signing.
- Provided HR advisory and support to management and staff.
- Assisted in collecting quotes and managing purchases.
- Oversaw the HR budget.

■ AVL - Austrian group - R&D Automotive industry

Dec. 22 - Jul. 24

HR Business Partner

- Increased company headcount from 70 to over 200 employees.
- Updated the salary grid and collected payroll inputs.
- Monitored and controlled the HR budget.
- Implemented a competency mapping system and a retention plan for high potentials and key positions.
- Designed training programs in collaboration with an external consultancy.
- Ensured timely completion of performance reviews, collected data, and executed agreed action plans with management.
- Developed internal regulations and established the occupational health service in coordination with the labor inspector.
- Led ISO 9001 and ISO 27001 audits.
- Organized team-building events.
- Managed workplace conflicts and supported managers in HR matters and employee well-being.
- Entered and maintained all employee life cycle data in SAP.
- Led internal information meetings.
- Updated and reported HR KPIs on a regular basis.

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SOFT SKILLS

- Communication & Emotional Intelligence
- Leadership and decision-making
- Collaboration and team management
- Digital agility

LANGUAGES

- English (Conversational)
- French (Fluent)
- Arabic (Native)

WORK EXPERIENCE

■ SSMT - Moroccan company - Building & Public works

HR development Responsible

JAN. 22 - JAN. 23

- Implement and manage HR and compensation policies, ensuring alignment with organizational strategy and industry standards
- Lead full-cycle recruitment, employee training, and talent development initiatives to build strong internal capabilities and support workforce growth
- Oversee personnel administration, including employee records management, contract preparation, and HR documentation compliance
- Update salary structures and related policies to ensure internal equity and market competitiveness
- Ensure full compliance with labor laws and workplace regulations through continuous monitoring and policy enforcement
- Supervise sourcing activities, employee onboarding processes, and internship program coordination to support a seamless integration of new talent

■ Quality Bean Morocco - VAN OERS UNITED GROUP- Agricultural industry

HR Officer

MARCH 19 - JAN. 22

- Prepared employment contracts, work, and salary certificates.
- Tracked employee leave using Excel.
- Developed a recruitment website (www.qualitybean-recrute.ma) to automate shortlisting and support job and internship postings.
- Organized and archived employee records.
- Supported social compliance audits (SMETA, GRASP).
- Assisted in the delivery of internal training sessions.
- Implemented job descriptions and an Employment-Competency matrix.
- Supported CSR initiatives

REFERENCE

ZAKARIA EL HADDAOUI

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MOURAD NAJJI

Payroll & HR administration Responsible

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