

Holds a B. Sc. in Electronics & Computer Engineering and has about 12 years of experience in HR & OD field at all HR Functions (Business Strategy, HR Strategy, Organization Development, Job Analysis & Description, Job Evaluation & Grading, Total Reward Management, Performance Management & Appraisals, Recruitment & Selection, Training Need Analysis & Development Plans, Succession Planning & Talent Management, Designing HR Policies & Procedures, Compensation & Benefits, Administration, Labor Relations, Payroll and Personnel Management, Employee Relation, Team Building and HRIS).

## **PERSONAL DATA**

Nationality : Egyptian  
Birth Date : 30/09/1987  
Gender : Female  
Marital Status : Married  
Residence : Nasr City, Cairo

## **EDUCATION**

: B. Sc. in Electronics & Computer Engineering, Helwan University, 2008

## **LANGUAGES**

Arabic : Native Language  
English : Excellent

## **COMPUTER SKILLS**

: Windows, MS Office (Word, Excel, Power Point), Internet  
: Visio  
: HR ERP System, using SAP SuccessFactors, and Developing Attendance Mobile Application using the GPS, and Tailored an HR ERP System from scratch

## **TRAINING COURSES AND CERTIFICATIONS**

: Summer Training in New & Renewable Energy Authority (1 month) (2008).  
: Computer Course from Vision Academy (2009).  
: Negotiation Skills Course from Knowledge Academy (2010).  
: Advanced Firefighting Course from GTSC (2010).  
: Compensation & Benefits Certificates from Cambridge Academy (2012).

- : Certified HR Professional Management Diploma from Cambridge Academy (2013):
  - Module 1: The emerging role of HR professional in global business environment.
  - Module 2: Man power planning, profession Recruiting & Selecting.
  - Module 3: Compensation system techniques and kind of Benefits and Services.
  - Module 4: Training and Development ways and methodologies.
  - Module 5: Advanced Performance Management ways and theory of the job satisfaction.
  - Module 6: Job Analysis methods and create accurate job descriptions.
- : Advanced Excel for HR Professional Course from Excel for HR (2014).
- : PHRI Preparation Course from Jobeex (2015).
- : Certified PHRI from HRCI (2015), covering:
  - Module 1: HR Administration.
  - Module 2: Recruitment & Selection.
  - Module 3: Employee Relations & Communication.
  - Module 4: Compensation & Benefits.
  - Module 5: Training & Development.
  - Module 6: Health, Safety & Security.
- : MBA (Master of Business Administration) from ESLSCA Business School, Paris (Major: Global Business) (2016-2018).

## CHRONOLOGICAL EXPERIENCE RECORD

**Dates** : From Oct. 2017 till now  
**Employer** : LABS (Logical Application for Business Solution) (Industry: Software House (SAP Parner), Nasr City)  
**Job title** : HR & OD Manager

**Dates** : From Aug. 2016 till Jul. 2017  
**Employer** : EGIC (Egyptian German Company) (Industry: Manufacturing (Piping)), Al Manial  
**Job title** : OD Advisor

**Dates** : From Sep. 2015 till Jun. 2016  
**Employer** : HRBC Consulting (Industry: HR & Management Consulting), Nasr City  
**Job title** : HR Consultant, Acting as an HR Manager at GENENA MALL under umbrella of GENENA GROUP Project

**Dates** : From Jun. 2013 till Sep. 2015  
**Employer** : PCP (Pinnacle Construction Projects) (Industry: Construction (Finishing)), Heliopolis  
**Job title** : Senior HR Generalist, then promoted to be an HR Supervisor

**Dates** : From Aug. 2011 till Jun. 2013  
**Employer** : CompuMedical Software House (Industry: Software House (Microsoft Partner), Nasr City)

**Job title** : Senior HR Specialist

**Dates** : From Aug. 2009 till Aug. 2011

**Employer** : Nahdet Misr Publishing Group (Industry: Manufacturing (Printing)), Mohandessin

**Job title** : HR Coordinator, then promoted to be an HR Specialist

**Dates** : From Aug. 2008 till Aug. 2009

**Employer** : El Sewedy Electrometer (Industry: Manufacturing (Electrometers)), 6 of October

**Job title** : HR Clerk

### **DUTIES & RESPONSIBILITIES:**

- Organizational Development:
  - Preparing & updating the organization & departments' charts & banding, to match the best practice.
  - Develop and implement the Process optimization Project, using the RACI Sheets and designing the process workflows.
  - Developing HR policies, procedures, hand books & questionnaires.
  - Document all HR Forms, to match the ISO standard.
  - Develop and implement HR strategies and initiatives aligned with the overall business strategy.
  - Develop and monitor overall HR strategies, systems, tactics and procedures across the organization.
  - Nurture a positive working environment.
  - Actively involved in developing and maintaining an employee-relations climate that creates and permits a stable and productive work force.
  - Report to management and provide decision support through HR metrics.
  - Developing all monthly, quarterly & yearly reports and presentations concerning HR Department activities.
  - Ensure legal compliance throughout human resource management.
- Recruitment & Selection:
  - Manage the recruitment and selection process to cover all vacancies needs.
  - Handling all recruitment functions through internal or external sources (Screening and filtering CVs short listing, interviewing, grading candidates, preparing offer letters, following up candidates, On Boarding, Issuing required documents ...).
  - Planning & budgeting the manpower.
  - Conducting job analysis on a yearly bases.
  - Developing & updating the Job Descriptions.
  - Conducting the Orientation program for new Employees.
  - Creating CVs database in grading basis.
  - Interviewing all candidates' levels with assessment and recommending candidates to concerned managers.
  - Analyzing the employees' turnover rates & manpower supplying in

- comparison with planned budget.
- Learning and Development:
  - Successfully developed and conducted training programs for employees.
  - Conducted (TNA) Training Needs Assessment, Evaluated the course and Trainees; pre-course and post-course Tests / Assessments.
  - Designing and preparing course materials, Handouts and Presentations.
  - Preparing Succession plans and Continuous Professional Development.
  - Responsible for Controlling Budget.
  - Planning & implementing the semi /Annual Training Plan.
  - Handling all required documents & procedures to delivery Training programs through different providers.
  - Organizing and coordinating the activities before, during & after Training program.
  - Ensure conducting affective Training Programs.
  - Organizing and coordinating the Team Building activities.
- Performance Evaluation:
  - Oversee and manage a performance appraisal system that drives high performance.
  - Developing new performance appraisal systems, includes the KPI's to be more customized to the needs of the company.
  - Orient all the managers & section heads on the system.
  - Explaining to the supervisors the appraisal problems and the best way to avoid.
  - Collecting, summarizing & analyzing the results.
  - Reporting the final evaluation sheet with recommendations to concerned divisions.
- Compensations & Benefits:
  - Developing a salary structure, grading system and benefit scheme and Annual Salary Increase.
  - Working in the salary re-engineering and Salary Restructuring for the company if any.
  - Maintain pay plan and benefits program.
  - Managing the monthly payroll activities.
  - Supervising issues related to the employees' attendance control & overtime payments for employees.
  - Supervising Medical & social insurances procedures.
  - Coordinating in payroll implementation and preparing all related transactions such as taxes, social insurance, and allowances and employees settlements.

- Field of experience :**
- HR Manager, OD & Management Consultant, Certified PHRI and MBA holder from ESLSCA Business School - Paris.
  - Started since Aug. 2008 till now in different industries like Manufacturing, Printing & Publishing, Software House, Construction, FMCG, HR & Management Consultancy, and SAP Vendors, with various titles ending

with HR & OD Manager.