

Has over 17 years experience working in HR & Admin field.

PERSONAL DATA

Nationality : Egyptian
Birth Date : 22/07/1983
Gender : Male
Marital Status : Married
Residence : Giza, Cairo

EDUCATION

: Faculty of Archeology (Ancient Egyptian Monuments Department), Cairo University, 2004

LANGUAGES

Arabic : Native Language
English : Very Good
German : Fair

COMPUTER SKILLS

: Windows, MS Office, Internet

TRAINING COURSES AND CERTIFICATIONS

: Professional HR Partner Certificate AUC (American University in Cairo) (May 2020).
: HR management Certificate from AUC (American University in Cairo) (2009-2010).
: ICDL certificate from YAT Education Center.

CHRONOLOGICAL EXPERIENCE RECORD

Dates : From Nov. 2016 till now
Employer : The Energy Group (EGYPTROL – Econsult – PowerServ)
Job title : Company HR Manager
Job Description :

- Assist in developing & implementing HR policies and procedures that support the company's business strategy, Coach & advice employees on Policies & Procedures & ensure compliance.
- Assist in handling the yearly manpower plan and sit with the departments

heads to determine their needs due to all business' prospective.

- Manage the recruiting process for staff needed according to the overall approved manpower plan & staff requisitions.
- Managing the recruitment process cycle starting from sourcing, screening, short listing, arrange for interview, conducts the initial interview for mid MGMT & lower positions, checking references of desired employees, on boarding, preparing job offer, confirmation letter.
- Follow up and manage status changes for staff (e.g. salary, allowances, grade, position, division transfer...etc.).
- Identify training & development needs that supports business & develop training plan with inputs from business heads while managing costs to budget, selects outside consultants and trainers to conduct training in specific fields(designing tailored courses) & responsible for the execution of the annual training calendar.
- Develop succession planning for all key positions.
- Monitoring all personnel Performance Appraisal, coaching & assisting the general management with respect to every employee's appraisal, Analyzes and tracks the PA outcome (by determining who needs what training, and who will be promoted, demoted, retained, or fired), and summarize them per division / dept. as well as overall for the entire organization in a report and submitted Department's heads.
- Negotiating contracts with vendors for HR services (outsourcing HR functions) such as recruitment agencies and training institutes and ensure the company is being offered with qualitative and cost effective services.
- Updating the payroll database with accurate information, including pay schemes and fixed benefits for employees, and update the same with any deductions or employee salary increments.
- Provide valuable insight on the labor market trends, including competitors' HR strategies.
- Plan, budget and control Company's HR expenses.
- Handling Employee Relations activities like (Establishing Rewards system - Trips - Surveys to measure the satisfaction towards HR policies and services or other Surveys which measure the whole organization's strategies.

Dates	:	From Oct. 2010 till Nov. 2016
Employer	:	Olympic Group for financial investments (Electrolux – Egypt)
Job titles	:	<ul style="list-style-type: none">• HR Manager (from 2015 - Nov. 2016)• Senior HR Specialist (Oct. 2010 – 2015)
Job Description	:	<ul style="list-style-type: none">• Assist in developing & implementing HR policies and procedures that support the company's business strategy, Coach & advice employees on Policies & Procedures & ensure compliance.• Assist in handling the yearly manpower plan and sit with the departments heads to determine their needs due to all business' prospective.• Manage the recruiting process for staff needed according to the overall approved manpower plan & staff requisitions.• Design the advertisements needed and coordinates with newspapers and recruiting agencies to ensure completion and the deadlines were met.• Managing the recruitment process cycle starting from sourcing,

screening, short listing, arrange for interview, conducts the initial interview for mid MGMT & lower positions, checking references of desired employees, on boarding, preparing job offer, confirmation letter.

- Follow up and manage status changes for staff (e.g. salary, allowances, grade, position, division transfer...etc.).
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Dates : From Nov. 2006 till Oct. 2010
Employer : Cable Network Egypt (CNE)
Job title : Shift Leader Customer Service
Job Description :

- Deliver outbound calls - answer all customers' inquires - solve the customer's problems - make a sales calls - try to sell all my company's products.
- Recruitment Officer (from 2009 till Oct. 2010): Screening candidates' resumes - Making initial interviews through the phone - Conducting interviews - Helping in other Human resources activities.

Dates : From Jul. 2004 till Nov. 2006
Employer : Cataract Pyramids Resort
Job title : Receptionist and then Shift Leader
Job Description : Check in & out the guests room - try to solve all the guest's problems - collect the guests' bills - control all the other front office staff.