

Holds a Bachelor of Commerce & Administration and has over 12 years hands-on experience working in HR and Administration.

## PERSONAL DATA

Nationality : Egyptian  
Birth Date : 07/11/1984  
Gender : Female  
Residence : Cairo

## EDUCATION

: Bachelor of Commerce & Administration, Helwan University, 2004

## LANGUAGES

Arabic : Native Language  
English : Very Good

## COMPUTER SKILLS

: Windows, MS Office, Internet

## TRAINING COURSES AND CERTIFICATIONS

- : Trainings at:
  - Kamhawi Walker Limited Cairo Office - Office Administrator (from Sep. 2004 till Nov. 2006).
  - Hilton Central Purchasing Office, Purchasing Department - Purchasing Officer (from Jul. 2002 till Jun. 2004).
- : 2018: Attended a Professional Workshop for Key Performance Indicators (KPIs), the course aims at providing participants with the translating input & output to outcome, and the performance measurement capability, based on mature Key Performance Indicators.
- : 2018: Attended a training Course for the Personnel and Social Insurance Rule for handling all the required documents according to the Egyptian Labor Law.
- : 2017: Attended a training Course for Payroll process including all the transactions for the salaries tax and calculations for Egyptian Employees.
- : 2012: Attended a workshop for Management Leader Skills at Raya Academy Learning Center.
- : 2012: Attend a workshop for Communication Strategies skills at American Chamber of Egypt.

- : 2011: Attended a workshop for Introduction Project Management at Saipem Misr for conducted by an instructor from ENI Corporate University.
- : 2009: Intensive Course for Certified Professional Administrative and Professional Secretary (CPA, CPS) at the American Chamber in Egypt.
- : 2008: Attended a Soft skills Training Course (Problem Solving and Decision Making Skills) provided by ZAD Group under the supervision of Saipem Misr.
- : 2008: Attended Course for SAP System (Software Application & Product) at Saipem Misr for describing main processes of Material Management to issue work & purchasing orders.
- : 2007: Attended Course for Applying as Diplomatic Attaché in the Egyptian Ministry of Foreign Affairs, at the Institute Diplomatic Studies.
- : 2004: Attended Course for Executive Secretarial duties and Office Management, at the Marketing and Advertising Research Center (MARC) sponsor by Al Ahram Newspaper.
- : English courses in British Council (finished with upper intermediate level).

## CHRONOLOGICAL EXPERIENCE RECORD

- Dates** : From Dec. 2016 till Sep. 2018
- Employer** : TECHINT Engineering & Construction
- Job title** : Deputy Country HR Manager
- Job Description** :
- Managing all HR activities including employment, Compensation, Labor relations, Benefits, Training and Developing.
  - Ensure that the company personnel function including payroll, deductions, insurances, employees' benefits and personnel files and any disciplinary actions are in line with company policy and country labor Laws.
  - Handle all Bank negotiations for payroll process and discussing all employees' benefits that could be granted to them through the bank to ensure we are getting a high standard customer service for the employees.
  - Supervise the delivery of all required forms by the social insurance (FORMS 1, 6 & 2) to ensure all personnel updates and changes are being transmitted to labor office on the right time and format.
  - Approve the employees' personal loan requests and ensure of payments and settlements are in line with the company loan policy.
  - Implement the performance Management system and sets the required duties for each function by coordinate with the function manager.
  - Design the details for job advertisements and coordinates with recruitment agencies.
  - Handle the process of work permit and residence of expats in liaison with the company Lawyer.
  - Serve as the point of contact and provide guidance for about 250 personnel (White Collar) (Local & Expatriates) and 1300 (Blue Collar).
  - Supervising the performance appraisal and managing the design of (KPIs) of each department.
  - Response for the Expats contracts, Expenses, Time Sheets, Travel Arrangements, Calculation of Living Allowance.

- Dates** : From Mar. 2010 till Dec. 2016
- Employer** : Saipem Misr for Petroleum Services (Eni Group)
- Job title** : Deputy PR and General Service Manager
- Job Description** :
- Arrange crew changes for all crew on assigned vessels, using most cost effective & convenient travel routes.
  - Screening the shortlisted applicants before endorsing to technical / operational Manager for final interview.
  - Conduct background checking for all newly hired personnel.
  - Ensure that personnel files & crew certificates are kept up to date & uploaded in system (hard & soft copy) (Local and Expats).
  - Dealing with vessel Captains/ Crew Manager on crew change schedules, visa requirements.
  - Arrange cost effective travel for crew joining and departing assigned vessels to meet crew changes schedules, Liaise with Travel Agent for Ticket bookings.
  - Book Hotel accommodations and responsible for communicating travel details to crew members.
  - Work with agents in location where the rig is operating in order to obtain visa to work offshore.
  - Monitor travel expenses ensuring within budget / contract.
  - Check all incoming invoices for accuracy of service done and give to Accounts Payable for payment.
  - Handle expatriate / local issues as needed, including being on call when any requires assistance while traveling between sites.
  - Assist Administrator by providing travel data for accurate timesheets (travel, vacation, attendance).
  - As HR Assistant - Expatriate Administrator:
    - Assisting in the preparation of international assignments to and from country.
    - Processing of expatriate-related expenses claimed (expenses, L.A, deduction).
    - Enter and follow up all relevant expatriate personnel information in relevant databases.
    - Ensure confidential treatment of personnel data.
    - Administrative work concerning employment (both expatriate and locals).
    - Give general administrative assistance to the expatriate.
    - SAP user within own area of responsibility and support when required.
    - Reporting Weekly/monthly report for security present situation.
  - General Duties:
    - Following and Supervising the Clean and Maintenance team for the company building and Expats Accommodations.
    - Managing with the Logistics Coordinators in other offices as required.
    - Ensure that personnel files and all crew data are kept up to date and are uploaded in the system.
    - Responsible for the drivers' time sheet, schedule & expenses.

**Dates** : From Feb. 2009 till Mar. 2010  
**Employer** : Nile City Investments (Orascom Construction)  
**Job title** : Executive Secretary  
**Job Description** :

- Demonstrated capacity to provide support for department, excel at scheduling meetings coordinating and managing all essential tasks.
- Document filling, followed up letters and other miscellaneous clerical responsibilities.
- Answered phones, responded to emails and corporate mail-out.
- Responsible for reviewing, processing & payment of all company utilities invoices (electricity, water, ...).

**Dates** : From Jan. 2008 till Nov. 2008  
**Employer** : Bitcino & Legrand Group  
**Job title** : Assistant General Secretary & Admin & HR Manager  
**Job Description** :

- Prepare draft correspondences with recommendation to be present and signed by General Secretary.
- Review the General Secretary's daily emails, issue routine memos, reply on behalf of him under his supervision.
- Follow-up reports & tasks with the group as well as with the person in charge to meet commitments & deadlines.
- Prepare and follow up the General Assembly Meeting minutes of the company (Extraordinary, Ordinary).
- Revise all contracts are concluding between company and any institution or party legally related to the Admin Department.
- Check all expenses vouchers for compliance with company policies before payment.
- Arrange employees Training courses, in approved well-reputed centers.

**Dates** : From Nov. 2006 till Jun. 2008  
**Employer** : Saipem SPA Egypt Branch (Offshore Projects)  
**Projects** :

- Gupco Project 2006-2007 (Ras Shukeir & Zeit Bay Petrojet Yard)
- Rosetta Project 2007-2008 (Alexandria Petrojet Yard)
- Denise Project 2007-2008 (Port Said - El Gasmil Yard)

**Job title** : HR Assistant and Expatriates Affairs  
**Job Description** :

- Prepare and update the mobilization plans for personnel working for Offshore Projects.
- Update weekly Manpower personnel reports, Living Allowances, Offshore contact listings & Time sheets for the Projects personnel.
- Review & approving the Suppliers, sub-contractor Invoices, Expenses & Travel authorization forms for Expatriates joining / working for the Projects.
- Arrange Logistics services (Accommodation, International Flights, Transportation & Airport Assist) for all Personnel.
- Coordinating & organizing the movement of crew staff located in Alexandria, Port Said, El Tor & El Gouna between Marine Agents & Sub-contractors vessels, located offshore in Red and Mediterranean Sea.
- Co-ordinate with agencies, suppliers & employees of telephones, mails & face to face project's needs.
- Work in a busy environment and be able to prioritize work tasks and

meet deadlines, balancing the projects staff and managers needs with internal administration pressure.