

Holds a Bachelor in Commerce (Accounting) and has over 10 years hands-on experience working in HR field.

PERSONAL DATA

Nationality : Egyptian
Gender : Female
Residence : Heliopolis, Cairo

EDUCATION

: Bachelor in Commerce (Accounting), Benha University, 2005
: Secondary Education: Abbas El-Akkad Language School, 2000

LANGUAGES

Arabic : Native Language
English : Good

COMPUTER SKILLS

: Windows, MS Office, Internet
: SAP implementation project

TRAINING COURSES AND CERTIFICATIONS

: Six Sigma in human Resources workshop, AUC (Jan. 2016).
: HR strategy, metrics and analytics workshop, AUC (Jan. 2016).
: Diploma In Human Resources Management, CDC (2010-2011).
: Total quality management yellow belt (2008/2009).
: First Aid (Jul. 2011).
: Disc Training Course (10 hrs) (Feb. 2016).
: Effective business writing, CDC (Dec. 2010).
: Fundamental of business management, CDC (Jan. 2011).
: Time management fundamental, CDC (Feb. 2011).
: Business English communication, AUC (2012-2013).

CHRONOLOGICAL EXPERIENCE RECORD

Dates : From Dec. 2014 till now
Employer : Egypt / LAMEA Area

- Job title** : Human Resources Associate
- Job Description** :
- Social insurance security.
 - Initial Recruitment and selection process.
 - Compensation and benefits and medical security.
 - Payroll and other entitlements (deductions).
 - Personnel management (track annual leaves, penalties, entitlements).
 - Company policy and procedures.
 - Travel arrangements.
 - Monthly Reports:
 - Auditing Operation expenses.
 - Attrition.
 - Social insurance records.
 - Performance appraisal.
- Dates** : From Jun. 2011 till Nov. 2014
- Employer** : Titan Cement – TCE Egypt
- Job title** : Administration Specialist (act as Administration Supervisor)
- Job Description** :
- Mobile over limits.
 - Manage drivers and company facilities (company cars / office supplies / buffet / gasoline).
 - Daily attendance and employees leaves.
 - Revise and allocate department invoice.
 - Employees benefit services.
 - Travel arrangement.
 - Open new service contracts.
 - Assist CFO and commercial director.
 - Monthly Reports:
 - Auditing and controlling the department budget.
 - Monitoring and analyzing HR and administration department expenses.
 - Review Performance appraisal.
 - Administration database.
- Dates** : From Jul. 2009 till Feb. 2011
- Employer** : Telsol El-Sweedy Egypt Company
- Job title** : Human Resources Generalist
- Job Description** :
- Social insurance.
 - Medical insurance.
 - Screen CVs and initial phone interview.
 - Building facilities.
 - Employee's attendance.
 - Tracking invoices.
- Dates** : From Mar. 2007 till Jun. 2009
- Employer** : Telsol El-Sweedy Egypt Company
- Job title** : Human Resources Specialist
- Job Description** :
- Attendance.
 - Calculate Over time and delay.
 - Medical insurance claims.

- New hires orientation.
- Travel arrangements.
- Typing letters, faxes and organize company tenders.

- Field of experience :**
- Under the guidance of Director of Human Resources, I'm responsible to run the operational Human Resources activities in order to ensure the smooth operation of the Human Resources Department and the property's compliance to the local labor laws and regulations. Contribute to the desired work culture around the core values of the company.
 - Work knowledge:
 - Salary for tax law #11 for a year (2013).
 - Performance management appraisal system.
 - Hay Measurement Methodology.
 - Accomplishment and Achievements:
 - Employee of the month (Jan. 2015).
 - Human resources and administration scorecards.
 - Reward after organized one of successful worldwide conference.
 - Cost reduction for company expenses.
 - Projects worked on: Career-Initiatives and Job festival: It is virtual Organization which provides HR services for employers and job seekers our mission to transferable skills to real potential for the real market.