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Objective

-To obtain a challenging Position in the field of Human Resources where my creativity and analytical skills can be prominently applied, elaborated and developed and generally seeking future growth opportunities in Multinationals through which common goals and interests can be accomplished via strong businesses policies and strategies.

Experience

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HR Section Head (Feb 2019 to Date)

- Sources, researches, interviews, screens and refers job candidates for job openings
- Align with management and section heads to identify personnel needs, job specifications, job duties, qualifications, and skills
- Writes job descriptions or reviews and edits job descriptions
- Develops and maintains network of contacts to help identify and source qualified candidates
- Develops and coordinates job postings, internal and external
- Performs reference and background checks on applicants
- Coordinates all communication with applicants
- Files and maintains employment records for all new hires
- Offers candidates and negotiate packages
- Update organization structure
- Write policies and procedures
- Coordinate training events and keep track record of all training sessions and budget
- Assist in organizational development initiatives and HR projects
- Assist in personnel and payroll function
- Review the monthly payroll sheets to ensure delivering the salary to the bank on time.
- Bridge management and employee relations by addressing demands, grievances or other issues.
- Review and implement all the HR Polices & Procedures to maintain continuous improvement in HR processes according to the company's strategic objectives.
- Ensure legal compliance throughout human resource management.



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Marines Group (S.A.E)



HR Officer (Sep 2013 to Jan 2019)

- Support the development and implementation of HR initiatives and systems
- Provide counseling on policies and procedures
- Be actively involved in recruitment by preparing job descriptions, posting ads and managing the hiring process
- Create and implement effective onboarding plans
- Develop training and development programs
- Assist in performance management processes
- Support the management of disciplinary and grievance issues
- Maintain employee records (attendance, EEO data etc.) according to policy and legal requirements
- Review employment and working conditions to ensure legal compliance

National Bank of Egypt



Senior Recruitment Specialist (May 2008 to May 2013)

- Responsible for the recruitment for the Retail Sector - IT – Credit- Credit Risk – Operations – Compliance – Tele Collection.
- Representing the Bank in the Employment Fairs.
- Handling all cases referred by Mr. Chairman and recording it in Chairman Case's database.
- Handling the Retail Sector in terms of Recruitment, Facilitating the Logistics for the Candidates on Boarding.
- Participate in forming the Manpower plan and ensure abiding by it according to the ASOPs of the Bank.
- Carrying out the Exit Interviews & managing the scoring sheet afterwards.
- Handling Internal Posting Process.
- Conduct interviews for junior positions and Internship candidates.
- Generate a pool of Candidates by receiving resumes through various channels such as employment fairs, database, walk in CVs, etc.

- Screen & select the received resumes according to the Bank's approved Budget and selection criteria.
- Schedule the initial interviews for the short listed CVs
- Follow up the receipt of the evaluators' feedback and preparing a summary report.
- Prepare letters of intent for the approved candidates.
- Provide candidates with the Medical Check-up transfer to ensure that the Bank procedures are met.
- Follow up on the completion of each employee's hiring documents before the starting date and assist him in completing all the required documents/applications.
- Follow up the Interviews schedules for all business lines and ensure the receipt of their evaluations.
- Revise & follow up the offers of the approved candidates.
- Handling all issues related to the integration of outsource or internship candidates including (deals with Recruitment agencies, selection of candidates, the bank needs and other documentation).
- Maintain and update the Manpower Plan on quarterly bases.

Education

El-Orman Secondary Schools, Giza

High School,

July 2000

Faculty of Commerce, Cairo University, Cairo

Bachelor of Commerce / Grade: Good

May 2006

Skills

- Good Communication Skills.
- Ability to work within a group.
- Self-motivated, ambitious, hard worker.
- Highly organized and member in several group projects.
- Analytical approach to problem solving.
- Excellent negotiation skills.
- Active, creative and full of enthusiasm.
- Interacted and dealt with people from various cultures.
- Demonstrated ability to organize and plan work schedule.
- Ability to work under stress.
- Goals and deadline oriented.
- Determined to take on and master new challenging responsibilities.

- Dedicated to maintaining High Quality Standards.
- Internet Browsing Skills.
- Microsoft Office Applications (WinWord, Excel).

Certifications

- The Certificate of 7 Habits of Highly Effective People (Steven Covey) – LTC
- The Certificate of Creative Encounters –Institute of International Education -IIE
- HR Diploma in RITI
- Time Management & Problem Solving Course "Totality Institute"
- Crucial Conversation "LTC"
- Money Laundry
- Competency Based interviewing skills – Advanced Course.
- Team building of creative encounters
- Crucial Conversation (LTC Training Center)

Soft Skills:

- Seven Habits for Highly Effective People (Franklin Covey)
- Crucial Conversation.
- Team Building.
- Time Management & priority setting.
- Problem Solving & Decision Making

Languages

Arabic: Mother tongue.

English: Very good command of English.
