[Ibrahim.159770@2freemail.com](mailto:Ibrahim.159770@2freemail.com)

***Creative, self-directed professional with extensive experience in managing full spectrum of Human Resources programs, services and functions. Demonstrates strong communication and interpersonal skills with the ability to interact with all levels of management.***

*Objective*

*Seeking a challenging position with an International or Multinational company whereby my accumulated skills and experience can be applied and developed.*

Summary

*Key Accomplishments  
• Hired over 100 new staff members in 2014-16 with a retention rate of above 85% for the year  
• Assisted HR Director in revising the company policy manual in coordination with other staff members  
• Successfully coordinated numerous HR events for the staff including “Employees Annual Achievements Day”, multiple guest speaker sessions, seminars, conferences, trainings, employee retreats, etc.  
• Awarded for increasing retention rate from 60% to 85% on the “Employees Annual Achievements Day 2016”*

*Experience*

**Maxim Investment Group**

**MAXIM INVESTMENT GROUP**

**Position: HR Manager**

**From 2015 till Present**

**Job Description:-**

* Develop and implement HR strategies and initiatives aligned with the overall business strategy
* Support current and future business needs through the development, engagement, motivation and preservation of human capital
* Leading and directing the human resource team to deliver a comprehensive HR service to the business
* Measuring employee satisfaction and identifying areas that require improvement
* Performance management: coaching managers on performance management issues and processes
* Oversee and manage a performance appraisal system that drives high performance
* Learning and development: providing guidance on development for managers and their teams
* Training: Implementing the training and development agenda; identify areas that need attention and improvement
* Recruitment and retention: managing talent and succession planning; taking overall responsibility for recruitment activity and campaigns, Manage the recruitment and selection process
* Reward advice and supporting employees on company benefits
* Policy and procedures implementation of new HR  policies, procedures and processes
* Prepares reports and recommends procedures to reduce turnover.
* Administers benefits programs such as life, health, vacation, sick leave, leave of absence, and employee assistance
* Advises management in appropriate resolution of employee relations issues.
* Completes human resource operational requirements by scheduling and assigning employees; following up on work results.
* Responsible for the medical insurance operations ( Bupa & Globmed ) & deals
* Ensure legal compliance
* In conjunction with the Head of HR, ensuring all company policies and procedures are up to date in line with current employment law. Ensuring line managers are up to date with changes to any policies
* Responsible for the renewal of the contracts and prohibition period of the employees
* Responsible for the all payroll process .

**MAXIM INVESTMENT GROUP**

**Position: HR Supervisor**

**From April 2006 to 2008 and got promoted to a SR. Supervisor from (2009 to 2014) with the same tasks.**

**Job Description:-**

* Audits monthly personnel actions prepared by staff for the purpose of to ensure consistency with position control report (PCR) and to ensure that errors are kept to a minimum and that correct account numbers are used.
* Communicates with other employees, departments, administrators, applicants and the public for the purpose of providing information and assistance concerning employment, recruitment, transfers, personnel records, leaves, licenses, and related legal requirements.
* Coordinates the activities of other HR specialists for the purpose of ensuring all appropriate deadlines are met effectively and efficiently.
* Ensures effective and appropriate policies and procedures are followed (e.g. processing of personnel actions, including new hires, transfers, promotions, termination, and completion of state reports) for the purpose of being timely, accurate, legal and meeting, organizational objectives.
* Participates in meetings that involve a range of issues (e.g. personnel actions, regulatory requirements, actions involving outside agencies, inter-department needs, etc.) for the purpose of developing recommendations and/or supporting other staff.
* Assists in scheduling a variety of meetings and employee events (e.g. Certified Employee In-processing, Teacher Orientation.
* Retirement Workshop, applicant interviews, facilities use, etc.) for the purpose of meeting the needs of the department, District and employees.
* Prepares a variety of reports and related documents (e.g. verification requests of employment, folders, paperwork, announcements of vacancies, personnel transactions for inclusion in the monthly Board packets, End-of-Year, etc.) for the purpose of providing documentation and information to others.
* Responds to written and verbal inquiries from a variety of internal and external sources for the purpose of resolving problems.
* Supports the Human Resource Director and department staff for the purpose of assisting in the performance of their work activities.
* Trains other Human Resource Specialists (certified) (e.g. processes, procedures, protocols and policies) for the purpose of ensuring.
* Responsible for the all payroll process .

**MAXIM PLAZA HOTEL ( SHARM EL SHEIKH )**

**SUNRISE HOTELS & RESORTS ( SHARM EL SHEIKH )** **Head Count of the employees was 800 at this time**

**From 2004 to 2006**

**Position: HR Clerk**

**Job Description:-**

* Responsible for the process of social insurance, work office and foreign work permits.
* Working in the payroll on the ( FOX 2000 & Humpy ) systems.
* Registration of the employee’s vacation and reviewing their balances quarterly.
* Employees Housing & Meals.
* Employee’s activities (Monthly Party).
* Being a part of the opening of a new extension in 2004.
* Responsible for the whole filling & archiving of the department.

**MAXIM PLAZA HOTEL**

**Training 2003**

**Job Description:-**

* Reviewing the attendances of the employees.
* Organize the bus from Sharm El Sheikh to Cairo and vice versa 2 trips per week.
* Sharing in some of the daily operations.

**EDUCATION**

* Mansoura University, Faculty of law
* Graduation Year, 2006

**LANGUAGE SKILLS**

* Arabic Mother Tongue
* English Good

**SOFT SKILLS**

* Good Communication & Presentation Skills.
* Can perfectly work in a team as well as individually
* Flexible
* Able to work under pressure and stress

**COMPUTER SKILLS**  
• Outlook, MS Office (Word, Excel, PowerPoint).

•Typing speed

**OTHER SKILLS**  
• Able to professionally work with confidential and sensitive data  
• Strong history of being persistent in pursuing goals and deadlines  
• Excellent writing and communication skills to provide effective customer service  
• Proficient in MS Word, Excel, PowerPoint, Outlook and Project  
• Eager to learn new technologies and systems

**R e f e r e n c e s a v a I l a b l e u p o n r e q u e s t**