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| **Objective** |

An accomplished and result oriented professional with exceptional track record involving core facets of human resource management and administration for organizations of repute, possessing allied proficiency in associate areas of recruitment, mentoring, manpower/organizational development and leadership initiatives, seeking a pivotal role in a dynamic organization to utilize accrued strategic HR acumen towards achieving organizational objectives.

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| **Key Skills** |

# HR Management, Recruitment, Interviewing and Selection, Budgeting, Event Coordination and Management

# Human Resources & Administration Skills, Standardized Policies and Procedures, Management Reporting

# Administration, Secretarial Practices, Maintaining Logs, Records and Data, Documentation

# Scheduling Meetings/Appointments, Coordination within Department, Travel Arrangement

# Sales and Marketing, Achieving Sales Target, Public Relations, Customer Service

# Leadership, Team Building, Motivation, Communication, Ability to work under pressure

# Analytical Ability, Critical Thinking, Decision Making and Problem Solving, Time Management

# Computer Related Skills: MS Office and Internet Usage

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| **Professional Experience** |

**Dubai, United Arab Emirates Jan 2009- Present**

**HR, Freelancer**

**Overall Responsibilities:**

* Providing support and guidance in establishing private business as well as serving as temp in multinational companies with different culture background and efficiently managing overall activities of HR cycle.
* Played a dynamic role in instituting new businesses in Dubai and Egypt.
* Played a fundamental role in launching retail shop, along with played a key role in directing & managing open days in Dubai.
* Serving as focal point of contact with regulators, governmental bodies and handling all shop related legal issues as well as directly dealing with whole sale traders, to ascertain smooth execution of operations.
* Interviewing and hiring employee to build the work-flow development team.
* Instrumental in managing and organizing exhibitions at Mohamed Bin Rashed Al Maktoum (Charitable Humanitarian Foundation (Women Culture Centre) in Dubai to promote a positive image.

**Dnata World Travel, Dubai, United Arab Emirates Sep 2008- Dec 2008**

**Vice President Assistant**

**Key Responsibilities:**

* Served as administrative liaison, provided daily administrative support inclusive of drafting meeting agendas and other correspondence, handled telephone enquiries, communication system and filing system.
* Established updates and maintained minutes of meeting and dictation taken in order to update and track information.
* Monitored day to day operations relating to follow up the assigned tasks for the employees ascertaining better work flow.
* Established robust communication routes to ensure effective interaction between company employees and outsourcing parties.
* Made business travel arrangements to the Vice President of the company as and when needed.
* Assisted the Vice President in all facets of administration, and reviewed all documents to ascertain precision before forwarding them to the top management for approval.
* Drafted various reports for the Vice President to provide quick and accurate business overview, ensured compliance with organizational policies/ procedures and ethical practices.

**Xceed Sub. Company of Telecom Egypt Dec 2001- Jul 2005**

**Vice President Assistant & Supporting HR Department**

**Key Responsibilities:**

* Actively involved in recruitment, interviewing, selection and induction programs for seamless functioning of activities leading to optimal growth chart of the organization.
* Spearheaded all aspects of HR activities in accordance with company’s policies and guidelines.
* Coordinated with HR department for recruitment of appropriate personnel to develop a strong motivated team with positive attitude, encouraged their professional development through regular training programs, trained new recruits on department operations.
* Assumed responsibility for handling day to day activities inclusive of preparing HR reports and ensured accurate maintenance of files for the HR department.
* Handled full spectrum of HR/recruitment activities in compliance with HR department requirements and the organization’s policies.

**Asea Brown Boveri - ABB Support, Egypt Mar 1999 - Nov 2001**

**Assistant Division Manager**

**Key Responsibilities:**

* Performed a wide array of administrative activities including office administration, maintenance and managed daily departmental activities.
* Organized travel arrangements for business trips of the Manager, prepared/confirmed travel reservations and maintained travel vouchers/ records.
* Supported in allocation office budget, thus ensured procedural adherence.
* Actively involved in HR activities pertaining to recruitment, discipline, training's, creating a positive morale and work environment to maintain a skilled and motivated work force.
* Planned, managed and arranged social events to consistently chart out short and long term strategic goals and objectives with corresponding milestones.
* Kept abreast of all office transactions and issues, received and reviewed reports, maintained up-to-date records and supervised internal disciplinary machinery.

**Resort Condominium International, RCI, Egypt Jul 1997- Feb 1999**

**Assistant Director**

**Responsibilities:**

* Planned, developed, and coordinated the execution of program policy, procedures, and operations of all secretarial practices for the Director’s office.
* Facilitated workshops/seminars and coordinated with clients to support effective events of the organization.
* Arranged travel bookings, transportation/ hotel reservations and issued itineraries.
* Attended several seminars and workshops in order to provide the essential support for all the participants as well as delivered evaluation report for the event.

**Previous Professional Experience:**

* Sept 1994- June 1997: Public Relation & Customer Service Manager/ Executive Sales & Marketing with Abou El-Fotoh Enterprises - Time Share Business

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| **Education** |

**American University, Cairo, Egypt Nov 2004**

Bachelor’s Degree in Human Resources Management

**Ain Shams University, Cairo, Egypt Jun 1994**Bachelor’s Degree in English Literature



**Gulfjobseeker.com CV No:** **1507104**

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| **trainings and certifications** |

* **Job Analysis, Job Evaluation and Grading (Training)**

Training Institute: TUSCAN Consulting. Date Attended: June 2015

* **Certified SAP HR (Training)**

Training Institute: Zabeel International Institute of Management & Technology. Date Attended: May 2014

* **Human Resources & Administration Skills (Training)**

Training Institute: Al - Nadia Training Institution Date Attended: October 2008

* **Communication Skills (Training)**

Training Institute: American University in Cairo. Date Attended: June 2000

* **Time Management (Training)**

Training Institute: American University in Cairo. Date Attended: June 2000

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| **Personal Information** |

* Date of Birth: 2oth August 1972
* Nationality: Egypt
* Languages: Arabic (Native), English (Expert) and French (Intermediate)
* **Visa Status: Husband sponsorship**