**PROFESSIONAL EXPEREINCE**

**Buroj Property Development**

***Jan 2015*** – ***May 2015***

Company Industry: Property Development

Real Estate

**HR and Recruitment Consultant (Project)** United Arab Emirates – Dubai

5 Months Project - Job Responsibilities and Key Achievements

1. Plan, develop and implement strategy for HR management and development (including recruitment and selection policy/practices, discipline, grievance, counseling, pay and conditions, contracts, training and development, succession planning, performance appraisals, job evaluation and quality management issues.
2. Accountable on all recruitment activities and hiring all needed employees (Accountants, Sales Manager, Marketing Manager, Finance Manager, Admin staff, Engineers and Property Consultants,…..
3. Work with top management on leadership development; identify and develop skills and a management training needs, and ensure the implementation of training and development programs in line with the business objectives.
4. Work with senior management to formulate HR plan, manpower objectives, human resource policies and procedures to support the business plan.
5. Develop and execute compensation and benefits strategy, which includes salary surveys, subsidiary salary structures, job leveling, offers, rewards systems, bonuses, medical plan etc.

***Novemebr 2013*** – ***Present***

Company Industry: Human Resources

**Jobeex Consulting**

**HR and Recruitment Consultant**

Job Responsibilities and Key Achievements

1. Create Pool of candidates using the appropriate source and medium according to the needed candidates specifications.
2. Headhunting and approaching passive candidates.
3. Conduct Interviews for candidates in (Seniority, Managerial and Executive) levels.
4. Supervise team of three members (Business Developer, 2 Recruitment Specialists)
5. Use sales, business development, marketing techniques and networking in order to attract businesses from client companies and enrich the company’s client database. Make cold calls to get new businesses from client companies.
6. Accountable on Face-to-face meetings with clients and Leads generation.
7. Visit clients and Build in-depth knowledge of their characteristics and specific needs, develop relationship and good understanding of the client company, industry, what they do and their work culture and environment.
8. Work with a diversified portfolio of Companies sectors as (pharmaceutical, Oil& Gas, FMCG, Manufacturing, Retail, Engineering, Automotive, Electronics, Banking, Auditing).
9. Work on overseas and local accounts
10. Gain better understanding of clients recruitment needs and requirements through building professional relationships with them.
11. Requesting references and checking the suitability of applicants before submitting their details to the client.

**HR Consultant**

1. Responsible for providing human resource management advisory services to clients companies.
2. Perform internal reviews and HR audit for current Systems, Processes and policies.
3. Develop Job Analysis, Job Descriptions, Training needs assessment, Performance management systems, Incentives plans, Job Evaluation, Creating Salary structure, Job Grads and salary ranges (Applying Points Factor Methodology as “HAY”)
4. Ensure business practices are in accordance with human resource policies and labor laws.
5. Train managers and HR employees and Lead HR-related projects.
6. Help in implementing HRIS and applicant tracking systems.
7. Provide consultation and guidance to senior management and organizational partners in the interpretation of human resource management policies, procedures, programs and application of related government laws and regulations.
8. Recommend, manage, lead and execute on a wide variety of Human Resource programs from highly strategic to day-to-day tactical.
9. Conduct HR audits, Develop and administer best practice forms and process documentation including, employment handbooks, orientation materials, and policies tailored to specific client business requirements and practices
10. Manage the Training and Recruitment functions; making sure that the Training and Recruitment functions are conducted and performed professionally and effectively and on timely basis. Continuously reviewing the training and recruitment& selection procedure to ensure compliance with the company policy.
11. Design incentive compensation and executive compensation programs and working on the salary structure (HAY), Salary surveys, Job evaluation.
12. Managing Employees communication& relations programs and working on employee’s engagement and satisfaction levels
13. Provide guidance and leadership in the selection and implementation of HRIS software as required to support human resources operations

***May 2013*** – ***Present***

**Freelance Instructor for HRM and Soft skills programs**

1. Work as **Instructor** for (Human Resource Management and Human Capital Development) programs. Accountable on **programs development, delivery and implementation.**
2. Instructor to preparation courses for HR **International Certifications as (HRBP, HRMP and SHRM-SCP)**
3. Deliver Courses & Workshops forRecruitment and Selection, Training and Development, Compensation and Benefits, Strategic HRM and Soft Skills

***May 2013*** – ***November 2013***

4,001 – 5,001 employees

Company Industry: Telecommunication

**RAYA Contact Center**

**Sourcing Supervisor** – **Recruitment Department**

Job Responsibilities and Key Achievements

1. Developing an Integrated Sourcing Strategy and Comprehensive Plan to cover the company annual workforce demands.
2. Supervise a team of seven screeners and Sourcing specialist aiming to cover all company’s Hiring demands considering the mass hiring and turnover rates in the sourcing plan in addition to the Variety of required qualifications and especially native speakers of different languages.
3. Establish sourcing plans and proactively conduct market research, investigate new ideas, finding new channels & leads for needed calibers and execute innovative sourcing strategies to find solutions and alternatives to fulfill the company workforce demands and building Employer brand identity and image.
4. Use internal and external networks, professional organizations, Employment branding initiatives, and technology tools, in support to strategic business objectives to create reliable candidates pipelines
5. Manage internal Employee’s referrals bonus program, develop the program internal marketing plans inside the company, administer and monitor the referrals bonus payments to employees.

April 2012 – May 2013

1,001 – 2,001 employees

Company Type: Multinational- Automotive

**NISSAN Motor**

**HRD Human Resource Development**

Job Responsibilities and Key Achievements

1. Analyze and improve current HR processes, design and implement new processes according to the business needs and demands.
2. Develop Job Analysis for new positions to create them Job descriptions and update current Job descriptions on periodical basis.
3. Develop annual salaries increase as per the annual market increases according to Salary/pay Surveys findings and deliver the needed reports and presentations to the management for approvals.
4. Applying HAY Points Factors in Job Evaluation, Salary Structure and Grading system.
5. Provide reports and analysis about HR, recruitment, Training, benefits and other expenses versus budget forecasts.
6. Manage and communicate with line managers to prepare the Training need Analysis (TNA)
7. Manage and Monitor the company Performance Management System, deliver the needed training to Managers about the system and about how to conduct Constructive Employee’s feedback.
8. Manage Employee’s Succession Planning and Career Development programs.
9. Develop Talent Management programs (Attraction, Development, Retention and Acquisition)
10. Work on enhancing the selection process by identifying the best products from SHL and Hay regarding (OPQ, Numerical Tests and other tools)

February 2010 – March 2012

5,001 – 10,001 employees

Company Type: Multinational- Automotive

## LEONI Wiring Systems

**Senior Recruitment Specialist**

Job Responsibilities and Key Achievements

1. Take proactive approaches to meet company’s staffing requirements by attracting, sourcing and screening applicants using innovative techniques.
2. Accountable on Personnel Marketing for all company locations in addition to promoting the organization as an Employer of Choice and active participation and implementation of CSR (Corporate Social Responsibility) projects.
3. Prepare annual Manpower plan with departments Heads and Managers.
4. Supervise a team of four recruiters and two trainees.
5. Conduct Interviews to internal and external applicants for staff and managers vacancies.
6. Conduct Exit interviews and develop the need analysis, reports and presentations
7. Work with hiring managers to write, develop or update job descriptions and Select employment advertising methods to announce and post advertisements in a variety of newspapers, trade publications, networks, Job Boards, Social and Business Networks, Referrals.
8. Handling Employment Fairs preparation and coordination (Registration, Booklet, Giveaways, Booth set up)
9. Conducts competency-based interviews (CBI) and use appropriate assessments tools.
10. Updates the candidates' database systems (ATS) applicants tracking systems as required

December 2009– ***February 2010***

1,001 – 2,001 employees

Company Industry: FMCG

NUQUL GROUP (FÍNE)

Recruitment Coordinator (3 Months Training)

Job Responsibilities and Key Achievements

1. Accountable on recruitment process for staff and shop floor to meet the production needs.
2. Organize Walks-Ins applicants to avoid any waste of time and prevent data duplication.
3. Accountable on pre-screening process to select the appropriate candidate to be interviewed.
4. Proactive coordination with hiring managers for technical interviews.
5. References Check to avoid negligent hiring.
6. Submit candidate’s offers and follow up until placement.

August 2007 – September 2008

1,001 – 2,001 employees

Company Type: Multinational-Telecommunication

Teleperformance

Team Leader

Job Responsibilities and Key Achievements

1. Opening the campaign to ensure that all agents assign their timesheets and all workstation are ready for production.
2. Controlling objectives to make sure those results are in line with both client and Teleperformance’s Economic Model.
3. Determine the objective for the following hour and identify any operational problems.
4. Calculating gross margin on hourly basis as it is the main indicator for the profitability of the campaign.
5. Coaching and briefing.

EDUCATION AND TECHNICAL PROFECIENCES

(SHRM-SCP**SM**) SHRM Senior Certified Professional

May 2015

Society of Human Resource Management – SHRM

Certified SHRM Senior Certified Professional from The Society Of Human Resource Management (SHRM)

Domains – Functional Areas:

1. HR Competencies 2. People 3. Organization 4. Workplace 5. Stategy

March 2014

HRMP® Certified Human Resource Management Professional

HR Certification Institute – HRCI

Certified Human Resource Management Professional (HRMP)® from HR Certification Institute (HRCI) and Society of Human Resource Management (SHRM).

Domains – Functional Areas:

1. HR as a Business Leader. 2. People Development and Talent Management. 3. HR Service Delivery. 4. Measurements.

August 2011 – Present

MBA Masters of Business Administration

Edinburgh Business School United Kingdom

Masters of Business Administration from Edinburgh Business School, Heriott Watt University, United Kingdom provided by The American University in Cairo.

December 2012

DDI Development Dimensions International

Targeted Selection® system

Certified in DDI Targeted Selection® system

Targeted Selection is the most accurate, widely used behavioral interviewing system in the world. Incorporates the following concepts: Focus on job-related behavior, Use past behavior to predict future behavior, Assess both job fit and organization fit motivation, Apply effective interviewing skills and techniques. Make a positive impression on applicants; sell them on the job and the organization.

May 2012

HRBP ® Certified Human Resource Business Professional

HR Certification Institute – HRCI

Certified Human Resource Business Professional (HRBP)® from HR Certification Institute (HRCI) and Society of Human Resource Management (SHRM).

Domains – Functional Areas:

1. HR Administration. 2. Recruitment & Selection. 3. Employee Relations & Communication. 4. Compensation & Benefits. 5. Training & Development. 6. Health, Safety & Security

TOEFL (iBT)

International Internet-based Test (iBT)

November 2011

International Internet-based Test (iBT) Total Score: 91

January 2010 – March 2011

HRM Diploma

Professional Post Graduate in Human Resource Management

American University in Cairo - AUC

Successfully attained Human Resource Management Diploma in the Management Centre of American University in Cairo (AUC)

Subjects:

1. Strategic Management. 2. Recruitment and placement. 3. Training and development.

4. Compensation and benefits. 5. Employee Relations & Labor Law. 6. HRIS.

Graduation Project:

How to create “Organizational Excellence” through identifying & developing an integrated HRM Strategy (N.B Project is Available for Reviewing Upon Request)

CBI Competency Based Interviews

ACG Consulting

November 2010

Attained CBI Competency Based interviews Course at ACG Consulting

**HRM Certificate**

**Professional Certificate in Human Resources Management**

June **2008**

American University in Cairo – AUC

**2008**

Successfully completed two courses in the school continuing education (SCE) of the American University in Cairo

1. Recruitment and Selection. 2. Labor Law.

September **2007**

**B.Sc. Faculty of Arts, Hebrew Language**

**Cairo University**

Graduated from faculty of **Arts**, Department of Eastern Languages specialized in **Hebrew** Arts and Language.

**Italian Language**

**August 2004**

**Salesian Institute** – **Don Bosko**

Successfully completed all levels of **Italian language** course in the Salesian Institute – Don Bosko with general grade "Excellent”

## TRAININGS

## 5S (Methodology)

**June 2012**

**LEONI**

Completed **5S methodology** course and participated in a project to apply it on the company HR department.

**Six Sigma Yellow Belt**

**September 2010**

**LEONI**

Completed **“Six Sigma”** Yellow Belt training in LEONI Wiring Systems and participated in a project to apply “Six Sigma” on the company Recruitment Department.

**May 2008**

**Out Bound Supervision**

**Teleperformance**

Completed Team Leaders preparatory Training **“Out Bound Supervision”** in Teleperformance, the program accredited from Teleperformance Institute in France.

**COMPUTER SKILLS**

Excellent Knowledge of Computer Software and Hardware **Windows and Macintosh**

* **MS Office** (2003,2007, 2011 & 2013) Visio, Publisher, Movie Maker.
* **Mac iWork** (9.1, 9.2, 9.3,2013)
* **Mac Office** (2008 & 2011)

LANGUAGES SKILLS

**English** Excellent command of both written and spoken.

**Italian** Very good command of both written and spoken.

**Hebrew** Good command of both written and spoken.

**Arabic**  Mother Tongue.

**PERSONAL INFORMATION**

**Martial Status:** Single.

**Nationality**: Egyptian.

**Date of Birth:** 31/8/1985.

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**Gulfjobseeker.com CV No:** **1519788**