Emad

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| **Experience:** EVA Corporation for Cosmetics S.A.E. – Armanious Group: (December 2013 – till now)**HR Supervisor** Working as an employee of EVA Corporation for Cosmetics S.A.E., operates a 40,000 square meter for the manufacturing of creams, liquids, shampoos, conditioners, roll on, shower gels, hair tonics and powders.Scope of work:* Monitor the performance management system, assure that the department’s semi-annual objectives are SMART and conducting presentations for the blue collars regarding the company’s annual objectives.
* Follow-up on the periodical performance appraisals and analyze the staff training needs
* Annually assesses the performance management program and provides analyses and recommended changes for the Human Resources Manager’s approval.
* Discusses manpower plans and recruitment process with The Human Resources Manager in order to set semester plans with the recruitment team to fulfill the required manpower using external channels or internal posting.
* Prepares recruitment budget, takes the Human Resources Manager’s approval and commits to it accordingly.
* Deals with various recruitment channels such as universities and online recruitment agencies.
* Assists in the development of the job descriptions by sending Job analysis questionnaire to the department heads as well as observing the blue collars duties and responsibilities to ensure that all data are accurate before updating/ creating job descriptions.
* Creates the company job advertisements and ensures that they are flawless.
* Searches for relevant and qualified calibers on various job posts for vacant positions.
* Interviews (competency based interview) the potential candidates and passing most fit ones to the technical interview.
* Offers positions to candidates according to the company’s salary and grading structure.
* Develops a pool of qualified potential candidates and maintain an on-going relationship with high potential ones.
* Maintains recruitment reports with detailed schedule of time frames for recruitment process and on-time delivery.
* Conducts exit interviews for resigned employees, analyzes the results and suggests corrective actions accordingly.
* Responsible for training plans based upon the performance appraisal analysis to fill the performance gaps and contacting service providers to obtain the most sufficient/ effective offers.
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| Bamag MENA LLC: (September ,2007 – November ,2013 )**Senior HR Specialist** Working as an employee of Bamag MENA LLC, a Plant Engineering Multinational Company operating in the water and wastewater treatment technologies.Scope of work:* Responsible for the full cycle of Recruitment and Selection process: creating job descriptions, headhunting, posting openings, screening and filtering CVs, interviewing and assessing candidates, offer letters and follow-up till hiring the selected candidate.
* Discusses manpower plans and recruitment processes with department managers; provide close support to managers.
* Searches for relevant and qualified candidates on various job boards (internally and externally on the different regional recruitment websites).
* Update the staff`s job descriptions and builds strong CVs database to refer back for vacant position in organized, professional & accessible manners.
* Update and maintain organizational charts
* Responsible for training plans based upon the performance appraisal analysis to fill the performance gaps and contacting service providers to obtain the most sufficient/ effective offers.
* Perform range of HR administration activities and filling to ensure organization and timely completion of such responsibilities.
* Ensure the timely and accurate input of transactions effecting the payroll monthly vacations, compensation and benefits.
* Performing performance appraisals as per the performance management process and guidelines.
* Responsible for implementation and maintenance of consistent HR policies and procedures, including but not limited to: special HR projects, internal communication, creation and implementation of new HR policies and initiatives.
* Select the medical service provider by contacting different service providers and selecting the best offer and following up the medical claims for the employees.
* Following the monthly maintenance/ condition for the company machines (the air-conditioners – faxes – printers – scanners – office furniture …etc) and solving related problems/ replace.
* Calculating Monthly employee’s compensation sheets (Day-off, Travel Allowance & Over-time reimbursements).
* Identifying training and development needs within an organization through job analysis, appraisal schemes and regular consultation with Department Heads and Human Resources department.

Saint George College: (IGCSE Certified) (Sep, 2006 – Aug, 2007 )**English Teacher:*** Design lessons plan.
* Follow-up on syllabus delivery to ensure the effectiveness of its goals, objectives and aims.
* Choose and use appropriate teaching aids and supplementary materials effectively in addition to the use of audio/ visual aids (blackboard, video or tape recorder when necessary).

*Education :* Formal Education (2002-2006)Bachelor Degree from Faculty of Arts - Helwan University - English DepartmentMajor: English Literature*Education :*Formal Education - (2000-2002)Abbas El Akkad Language School |
| *Courses :* The American University in Cairo (AUC) (December, 2010 - August, 2011)**Human Resources Management Certificates:*** **Foundation Certificate in Human Resources Management:**
1. Organizational Behavior
2. Recruitment and Selection Management
3. Compensation and Benefits Management
4. Employee Relation Management (Labor Law No. 12 for the year 2003)
* **Career Certificate in Human Resources Management**:
1. Talent Management (People Development)
2. Performance Management
3. Strategic Human Resources Management

Diploma: Arab Academy for Science, Technology & Maritime Transport (2012-2013)**Human Resources Management Diploma:**1. Human Resources Management
2. Organization Behavior and Development.
3. Labor Economics and Legislation
4. Performance Management
5. Strategic Reward Systems
6. Web-based Human Resources System

Course: TÜV Rheinland Egypt Ltd., Internal Lead Auditor, (2014, 45 hour – 5 full days )Internal Lead Auditor Course:* Quality Management System, ISO 9001:2008
* Occupational Health & Safety 18001:2007
* Environmental Management System, ISO 14001:2004

*Computer & Language Skills:* |
| * Computer Skills:

Microsoft Office Applications: (Visio, Word, Excel, Power Point & Outlook).* Language Skills:

Arabic: Native TongueEnglish: Very Good

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| Date of Birth: |  September 15, 1984 |
| Gender:  |  Male |
| Nationality:  |  Egyptian |
| Marital Status: Driving License: Military Service: | MarriedValidFully Exempted |

*Personal Data:* |

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