**ALAA**

Date of birth : October 1, 1991.

Nationality : Egyptian.

**Objective:**

Highly skilled, dynamic and motivated engineering professional with wide exposure in the field of human resource, especially in providing technical demonstrations to meet organization requirements. Willing to work as a Human Resource member in a renowned organization.

**Education:**

**Qualifications:** Bachelor degree in Science, From Menofia University, Egypt.

**Major:** Physics & laser science.

**Graduation year:** May 2012.

**Overall grade:** Very good.

**Graduation project:** Computer numerical control machine which called laser CNC Machine (design & mechanical system& electronic circuits & Interface with PC)

**Project Grade:** Excellent.

**Training & Experiences**: Certified Courses

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| --- | --- | --- | --- | --- |
| **Companies Name** | **Country** |  | **Training Period** | **Training Course Description** |
| **Monofia University** | EGYPT |  | From: "01 march ,2009 to: “01 July, 2009" | ICDL & Software and Hardware systems.  Computer Networks & Network Troubleshooting, Computer Aided Analysis.  Websites & HTML Designs and Capability of create Charts and networks security. |
| **National Research Center** | EGYPT |  | From "2 Jan ,2010 “  To"30 Feb ,2010 " | Research of the properties of Electromagnetic Radiation (energies \_frequencies \_wavelengths) and their types &Usages of each type.  Design Laser systems as a tester to show these experiments. |
| **Monofia University** | EGYPT |  | From "1,nov 2010"  To" 1,Jan 2011 " | Manufacture of power systems “Power supply, Integrated Circuits, laser Systems and PCB.  Design Full Laser Systems as a trail for Egyptian Factories & Students researches. |
| **National Laser Institue** | EGYPT |  | From"27,mars 2012"  To" 14,july 2012 " | Applications & Usages of Laser in these fields (medicine \_industrial \_ military \_agriculture \_and in manufacture of solar cells). |

**(Work Experience)**

**3 years and 7 months work experience**

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| --- | --- | --- | --- | --- | --- | --- |
| **Companies Name** | | **Country** | | **Position** | **Period** | |
| **Emirates Industrial Laboratory** | | **UAE** | | **HR EXECUTIVE** | **From: 01-July-2014**  **To: 15-Aug-2015** | |
| **Work Duties:**   * Act as a HR Coordinator in my team, responsible for handling Employees queries and Communicating with the employees on policies and procedure regarding attendance and leave. * Handle overall pre-recruitment procedures * Strategize recruitment process by implementing numerous sourcing depending on the manpower requirement * Maintain and develop a qualified pool of candidates * Develop, review and update the HR Policies and documentations * End to End recruitment cycle for contract staffing * Completing the entire joining formalities of the new hires * Responsible for possessing 100% process knowledge to perform the quality control checks as per requirement of the process and also aim at acquiring the underlying product knowledge. * Applied sourcing methods to find the right candidates by leveraging different tools like internal database, job portals (Naukri, Monster), networking sites like Linkedin, Orkut and internal referrals * Responsible for updating and maintaining the daily process and team related MIS. * To deliver timely services to the clients within the specified SLA (Service Level Agreement). * Adherence to all AYIC guidelines. * To track individual performance of the team members and escalate any quality related issues to the immediate manager. * Adherence to the Info Security, Compliance Principles, BCP and ORM policies and all other process related accreditations relative to the respective processes. * Responsible for updating and maintaining the daily process and team related MIS. * To act as a back-up for the team leader, whenever required. * Perform various other duties and activities as assigned by supervisor within the physical constraints of the job. * Ensuring stringent quality control mechanisms are applied and adhered to in the business processes; thereby ensuring applicable quality levels of service are met. | | | | | | |
| **Companies Name** | **Country** | | **Position** | | | **Period** |
| Egyptian Natural Gas Holding Company | **EGYPT** | | **HR COORDINATOR- ADMIN ASSISTANT** | | | **From: 01-Dec-2012**  **To: 01-Jun-2014** |
| **Work Duties:**  • Protect interest of employees and the company in accordance with company Human Resources policies and governmental laws and regulations. • Define all Human Resources programs and authority/responsibility of Human Resources and line management within those programs. • Provide necessary education and materials to all the company staff. • Assist in overseeing implementation of programs through Human Resources staff. • Work closely with Managers/Supervisors throughout the company Divisions, determining HR and staffing needs. • Assist Managers/Supervisors with layoffs, disciplinary actions, terminations, promotions and transfers. • Review employee appeal process and keep employees informed of its existence. • Recruit through various methods to ensure good candidate selection. • Interview prospective candidates, verifying employment history, coordinating pre-placement exams, etc. • Prepare offer letters. • Handle employee complaints, concerns, and disputes, Translate or explain to employees complex company policies and rules to ensure understanding and compliance. • Review Performance Appraisals and assist in determining merit increases. • Maintain employee files, training, medical, etc. • Prepare and deliver presentations and reports to management regarding human resources management policies and practices and recommendations for changes. • Assist with training workshops as needed& relocations for employees.. • Work closely with Legal Department to resolve employee related legal issues. • Conduct new-hire orientation and exit interviews. • Maintain and update accurate job descriptions for all positions. • Coordinate distribution of service awards. • Ensure compliance with federal regulations and maintain various records to ascertain compliance with outside agencies and internal audits. • Establish salary ranges, job titles and descriptions as needed. • Investigate Workers Compensation incidents, reporting and follow-up. Coordinate with Corporate Risk Management and Safety Departments. • Know and understand The Companies Quality Policy and comply with all requirements of the Quality Systems Manual, Operating and Technical Procedures and Workplace Instructions. • Must understand and comply with all safety rules and company policies of the company. • Work assignments carried out to the highest quality level. | | | | | | |
| **Companies Name** | | **Country** | | **Position** | **Period** | |
| **National Research center** | | **EGYPT** | | **Physics& Laser Researcher** | **From: 1-January-2012**  **To: 01-Nov-2012** | |
| **Work Duties:**   * Implementation Lectures and researches of physics& laser science applications to college’s students& School’s Students. * Handle the researches of designing, gathering and demonstrating feasibility of laser based applications. * Prepare/teaching the physics Science experiments inside the Laboratory. * Responsible for testing and characterizing laser products and provide suggestions for continuous improvements * Perform quality assurance testing to meet project specification of the products * Responsible for interpreting technical information and specifications of the researches projects to the students. * Assigned the tasks of preparing application reports by following the set guidelines and procedures * Responsible for developing and implementing customer applications in National Research center applications lab * Handle the tasks of planning, analyzing and evaluating methods of approach to solve complex technical problems * Issue appropriate instructions and training materials on laser hazards and the control of the hazards to all personnel working with lasers in their area. * Work in conjunction with the Laser Safety Officer regarding the qualifications of laser users. * Sets up precision electronic and optical instruments to test laser device, using specified electrical or optical inputs. * Prepare and write technical reports to recommend solutions to technical problems. | | | | | | |

**Technical Skills**:

**Modeling Software:** AutoCAD Release 2D & 2000 (2-D Modeling)

**Analysis and Meshing Software:** ANSYS (Static analysis), NASTRAN, Hypermesh V6.0

**Machining Software:** CNC programming

**Measuring machines:** Worked extensively on Surface Roughness measuring machine

**Programming:** C, C-Graphics, Java, Microprocessor and Microcontroller, Assembly programming.

**Operating Systems:** Windows 95/98/2000/XP/Vista, MS-DOS

**Office Tools:** MS Word, Excel, PowerPoint, Outlook.

**Working Qualification**:

* Comprehensive knowledge of the working principles of laser material interactions as well as lasers and optical systems
* Extensive knowledge of the applications of high power lasers and optical beam delivery
* Comprehensive knowledge of thin film ablation and ultrafast laser systems
* In-depth knowledge of machine control programming and laser micro processing
* Familiar with the properties and structures of amorphous and crystalline lasers
* Possess excellent customer support, communication and project management skills
* Ability to work collaboratively in a high paced working environment

**Languages**:

**Arabic**  : Native. (Mother Tongue).

**English**  : Fluent in Speaking /Writing/ Reading.

**French**  : Fair.

**Personality &contacts information**:

**Gender**  : Female.

**Marital status** : married. [Click to send CV No & get contact details of candidate](http://www.gulfjobseeker.com/feedback/submit_fb_em.php)

