**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.
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| **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.
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**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)

 