***Nermin Fathy Mohamed***

***PROFILE***

I am an experienced Arabic Speaker Human Resources Professional and Administration, with excellent interpersonal skills and abilities in managing the end to end HR processes for employees including senior colleagues.

Seeking for a challenging position in a well established Company with the aim of contributing my skills and effort for its growth

***WORK HISTORY***

* **KCC For Contracting & Engineering –(10000 Employees) Kuwait**
Human Resources Generalist Reporting to HR Director – July 2015 to February 2016
* **Elkhat International Group - Kuwait**

Human Resource Assistant Manager **–** June 2014 to June 2015

* **M.H.Alshaya Company – Food Devision– Kuwait**Recruitment Specialist**–** January 2013 to June 2014
* **Oryx Leather Company– HR Department – Egypt**

Human Resources & Admin Officer– August 2011 to December 2012

* **Green light For training & Consultant Egypt**

Admin & Training Specialist – August 2010 to July 2011

***WORK EXPERIENCE***

 **HR Generalist** in **KCCEC for Engineering** **& Contracting** (July 2015 to Feb 2016) (Capacity 10000 Employee) Reporting to the HR Director ( **Kuwait )**

**(**back to Egypt for emergency matter)

* \_Administers various human resource plans and procedures for all company personnel; assists in the development and implementation of personnel policies and procedures; prepares and maintains employee handbook and policies and procedures manual.
* Supervise the HR Team in all functions.
* \_ Participates in developing department Goals, objectives & system.
* \_Responsible for the recruitment of the senior Positions .
* \_Handles employee relations counseling & Exit interviews.
* \_Assists in evaluation of reports, decisions and results of department in relation to established goals. Recommends new approaches, policies and procedures to effect continual improvements in efficiency of the department and services performed.
* \_Administers the compensation program; monitors the performance evaluation program and revises as necessary.
* \_Handling the training needs of the Company & conducts new employee orientations Kuwait.
* \_ Participates in administrative staff meetings and organization charts and the employee directory attends other meetings
* \_ Performs other related duties as required and assigned

 **Assistant HR Manager** In El Khat International Group .(**Kuwait)** June 2014

* Assistant for the HR manager
* -Responsible for supervision most of the HR department sections.
* \_Ensure that accurate job descriptions are In place.
* \_Provide advice and assistance when conducting staff performance evaluations.
* \_Monitor daily attendance.
* \_Investigate and understand causes for staff absence
* \_Monitor scheduled absences such as holidays or travel and coordinate actions to ensure continuity of services
* \_Prepare notices and advertisements for vacant staff positions.
* \_Schedule and organize interviews.
* \_Prepare, develop and implement procedures and policies on staff recruitment.
* \_Prepare ,review and file payroll.
* \_Be sure that all the visa process are done correctly and checking all the requirements and the documents(Renwal-cancelling-new residency)
* \_Review day to day operation such termination, resignation, transfer, offer letter warning letter.
* \_preparing and implementing training programs for staff.

 **Recruitment Specialist** in **M.H. Alshaya** **company**. Joined January 2013 (**Kuwait)** Until June 2014..

* Working under the supervision of the Recruitment Manager, Responsible for sourcing, screening, shortlisting
* interviewing and selecting the right candidates who are matching the business requirement
* - Following up their performance during the probation period by coordinating with their line managers.
 - Filling the open vacancies and develop a pool of qualified candidates in advance of need.
 - Looking after the recruitment cycle and creating the job description and job offers for the new joiners.
 - Preparing and executing contracts with the recruitment agencies in accordance with company policy and procedures.

**HR Assistant**  in Oryx Leather company for fashion and leather products. . ( Training & Recruitment ) **Egypt** Augustl 2011 to December 2012

* -Part of the recruitment function of the company.
* -Handling the training for the office and the factories.
* -Arrange the training between the factories and the trainers which come from Italy.
* -Put the training schedules.
* -Check the training needs for each department by contacting them managers.
* -check the training and the materials if it meet our needs or not.
* -Responsible for the evaluation and performance appraisal.

 **Admin and HR Training specialist** in Green light for training.(Full time) one year, August 2010 to July 2011

* -Handling the training schedules.
* -Search for strong instructors and contact with them.
* -Check the needs for the companies which deal with us and arrange the training for them employees.
* -Collect feed back after every training.

***EDUCATION***

* MBA California University ( Not yet finished )
* HRM Diploma from NGC Academy 2012
* Business Administration Diploma 2010
* Bachelor Degree faculty of commerce Cairo university 2010

***Personal Information***

* Birth of Date : 27/6/1987
* Ntionality : Egyptian
* Marital Status: Single
* Religion: Muslim
* Languages: English & Arabic
* **Job Seeker First Name / CV No: 18922986**
* [Click to send CV No & get contact details of candidate](http://www.gulfjobseeker.com/feedback/submit_fb_em.php)
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