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| **Personal Information**  |  |
| **Name****Birthdate** **Marital Status** | Hend Abdelglil Salem 22-1-1980Married  |  |
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| **Education Qualification**  |
| **2013 – 2015**  | MSc of Human Resources - Edinburgh business school - Heriot Watt University - UK - Human Resources Management - Human Resources Development - Negotiation - Organizational Behavior - Managing Personal Competencies- Managing People in Global Markets - Managing People in Changing Contexts- Performance Management - Employee Resourcing  |
| **2006 – 2008**  | Graduate diploma in Quality Management - Productivity & Quality Institute Arab Academy for Science, Technology & Maritime Transport  |
| **1997 – 2002**  | BSc of Commerce – Business Administration – Alexandria University  |
| **Training Programs & Courses**  |
| **2014**  | Excel for Professionals - Arabic Excellence Center  |
| **2013**  | Professional Certificate in HR – Community Services & Continuous Education Arab Academy for Science, Technology & Maritime Transport  |
| **2011** | Introduction to Egyptian Labor and social Law  |
| **2011**  | HR Manager Certificate – EAAC Training Center  |
| **2003**  | Microsoft SQL Database analysis and design – Allied Consultants |
| **2003** | German Language Courses – Goethe Institute  |
| **1999** | Summer Training – Egyptian Gulf Bank (EGB) |

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| **Languages**  |
| **Arabic** | Native Language  |
| **English**  | Academic IELTS (6.5) |
| **German** | Fair  |
| **Work Experience**  |
| **April 2015** | HR Manager - New Nozha Hospital  |
|  | Responsible for Initiating:- Hospital Organizational Structure & Job Description - Performance Appraisal system- Training & Development programs- Performing Recruitment activates to fill in vacancies  |
| **2004-2015**  | Andalusia Group for Medical Services (owner of Andalusia Alsalama Hospitals  |
| **Jul2013-Mar2015** | Senior HR & Recruitment Specialist  |
| **Jan2011-Jun2013** | HR & Recruitment Specialist  |
|  | Job duties:- Maintains personnel records related to hiring, promotions, leaves, transfers  and terminations and keep them up-to-date in compliance with applicable  legal requirements. - Recruitment & hiring by coordinating job posting social media websites & Newspapers, screening resumes, performing HR interviews and coordinate second interview with line managers, reference checks, prepare & send offers to selected candidates. - Coordinate & Provides training for new and current employees in compliance  with training & development needs and annual plan.- Assist in implementing performance appraisal systems.- Ensures implementation of HR policies & procedures. |
| **Jul2007-Dec2010** | Administrative Supervisor  |
|  | Job duties:- Supervise, organize and participate in administrative and support activities  associated with the department.- Implementation and modification of procedures regulating daily operations  and the provision of related support services.- Supervise assigned administrative staff, including assist in staff selection;  assign and review work; provide training in proper work methods and  techniques and conduct performance evaluations.-Working and communication with other departments to make sure that the best  service is delivered. |
| **Dec2004-Jun2007** | Administrative Specialist  |
|  | Job duties:- Provide administrative and support services, including but not limited to,  drafting correspondence, scheduling appointments and meetings, ordering  supplies, maintaining official electronic and paper filing systems.- Performing translation work when required. - Setup accommodation and travel arrangements - Maintain Directors' calendars, Meetings & appointments.- Operate office equipment such as fax machines, copiers, and phone systems,  and use computers for word processing, database management, and other  Applications. |

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| **Computer Skills** |
| **Microsoft Office**  | Word – Excel – Visio – PowerPointInternet  |
| **Objective**  |
|  | I'm looking for a challenging job in a reputable Organization in the HR or Administration field that expands my knowledge and enhance my experience, skills as well as fulfilling my ambition |

**Job Seeker First Name / CV No:1830666**

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