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| **Personal Information** | | |  | |
| **Name**  **Birthdate**  **Marital Status** | Hend Abdelglil Salem  22-1-1980  Married |  | | |
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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 – PowerPoint  Internet |
| **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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