# soha.372167@2freemail.com

**Introduction Letter**

Dear Mr. /Ms. Hiring Manager,

In my endless commitment to enhance my knowledge and enrich my career path, I would like to have the opportunity to expose myself to new challenges by adding more practical experience by introducing myself to your esteemed organization

I have more than ten years experience in Recruitment, Training & Development, Job Analysis & description and Personnel Affairs as I'm currently **Specialist HR, Staffing and Learning** at Methnaex Egypt Company**.**

During my work I have developed and applied several HR strategies which resulted in:

* Learning and People development initiatives including Training Management.
* Staffing and Talent Supply - better quality of personnel hired using different assessments tools/ techniques.
* Development of Human Resource polices and procedures.
* Personnel Management and Employee Relation.

I wish to grow in my career goal as an HR professional. The position offered by your esteemed company gives me the opportunity of learning, adding and sharing my expansive skills in HR with the industry leader.

You can go through my resume for a comprehensive review of my accomplishments.

Thank you

Yours sincerely,

Soha

# Soha Mohamed

**Personal Information**

**Name**  **:** Soha

**Date of Birth** **:** 18th December.

**Place of Birth** **:** Kuwait.

**Nationality** **:** Egyptian.

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### **Objective :**

I am seeking for a new challenge in the Human Resources field in a well-established organization where I can improve and utilize my professional skills and work experience towards achieving the organization's goal.

# 1 - Egyptian Methanex Company

**Period** **:** Since December 2007 till now.

**Project** **:** Methanol Plant - Mubarak Petrochemical Complex, Damietta Port, Egypt.

**Job**  **:** **Specialist HR, Staffing and Learning from 2012 till now**.

 **Coordinator, Recruitment & Training from 2007 to 2011**

Main responsibilities and duties:-

***Recruitment :***

1. Lead the implementation of all Recruitment process within the organization and maintaining it, including sourcing, screening and interviewing candidates .
2. Manage and implement pre-interview questionnaires, and tests (aptitude, psychometric, leadership, etc.)
3. Produce recruitment progress and manpower reports & statistics.
4. Keep a recruitment library which includes all job descriptions and technical questionnaires.

***Training:***

1. Responsible for training plans design, implementation and administration.
2. Maintain the company training calendar.
3. Assist in the technical skill profiling administration and progress against it for individuals.
4. Lead the Training Needs Assessment process.
5. Coordinate all training programs administrations and logistics.
6. Contact training institutions and faculties to organize training programs according to company needs ensuring conformity with high quality and cost effectiveness.
7. Participate in the evaluation and selection of the training faculties.
8. Update, keep and report training programs details.
9. Provide reports on training achievements for individuals to line management as well as personnel files
10. Maintain an updated, organized database of all executed training programs as well as future ones.
11. Record all training activities in the training passports.
12. Manage the HR Learning Center.
13. Assist in managing the internship programs.
14. Assist in conducting orientations for candidates and induction for new hires.
15. Coordinate presenting information, using variety of instructional techniques and formats such as workshops, simulations, team exercises, group discussions, videos and lectures
16. Organize and develop or obtain training procedures manuals and guides and coordinate and supervise developing course materials such as handouts and visual materials.
17. Assess training needs through surveys, interviews with employees, focus groups, and/or consultation with managers or instructors.

***Personnel Affairs :***

1. Supervise all employment logistics for new hires at site, including pre-employment medical, employment contract, social insurance, etc.
2. Document and Keep track of leave time, such as vacation, personal, and sick leave, for employees.
3. Report leave balances monthly to department managers.
4. Keep and record up-to-date records for direct, indirect and contractor employees.
5. Supervise timekeeping for site staff.
6. Supervise the implementation and maintenance of organization staff leave system.
7. Supervise the implementation of company personnel policies.

***Training Courses and Certifications :***

* Psychometric Assessment level A (SHL) - ***certified***.
* Train the Trainer.
* Funadmentals of Project Management
* Interviewing Skills - Competency Based Interviews.
* Training Need Assessment.
* Managing Training Function
* Communication Skills – How to Manage Ebergy at Work.
* Business Writing.
* Safety Leadership

# 2- Indorama Egypt Petrochemicals S.A.E

**Period** **:** Since May 2006 till September 2007

**Project** **:** Ammonia Project - Damietta Free Zone –Egypt

**Job :** Executive Assistant - Director Operations.

Main responsibilities and duties:-

**Working as a Executive Assistant to the director operations for the project and controlling the following:-**

**a)** Control all project documents.

**b)** Translate all incoming government letters and preparing/drafting the arabic translations of all outgoing letters to the government offices.

**c)** Laision with external agencies like electricity/water/telephone/Damietta housing.

**d)** Prepare letters for consultants and transmittals as required by engineers.

**e)** Establish filing system for all documents which helps in organizing and tracking for all documents, letters and faxes.

**h)** Update all contact lists (Addresses, phone numbers, E-mail id and faxes) and send it to all concerned.

**j)** Arrange and coordinate internal and external meetings of engineers,vendors and government officials .

# 3- Dameitta LNG Construction (DLC)

**Period** **:** Since March 2004 till August

**Project** **:** Liquefied Natural Gas ( L.N.G ) Damietta Port –Egypt

**Job :** Administartive Assistant

**DLC** is the sub-contractor for the owner **SEGAS . DLC** is a consortium of **KBR** (Kellogg Brown & Root), **JGC** (Japan Gas Corporation)and **TR (Tecnicas Reunidas)**

Main responsibilities and duties:-

**Working as a Administartive Assistant for Procurement Department and controlling the following:-**

* 1. Control of all Departmental documents
	2. Handling all incoming and outgoing correspondence
	3. Peparing formal & transmittal letters
	4. Data Control for all DLC issued materials , through the computer

### **Computer Skills :**

* Microsoft Word, Excel, and Powerpoint.

### **Languages :**

1. English (Reading – Speaking – Writing ).
2. Excellent Arabic (Mother tongue).