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| Hesham  [hesham.379662@2freemail.com](mailto:hesham.379662@2freemail.com) |
| Tactful and self-motivated HR Manager with 10 years of extensive experience in handling human resource work within a large sized organization. Highly competent in developing and implementing HR strategies and initiatives aligned with the overall business strategy of the company. |

# HIGH lights

* Performance management
* Hiring and retention

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| * Labor law |
| * Compensation / payroll * Learning and development * Innovative |

* Organization behavior
* Employee relations

# Experience

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| 2016 – 2018hr manager, tiba real estate – alexandria, egypt  * Develops and maintains a human resources system. * Identifies legal requirements and government reporting regulations affecting human resources functions. * Recruits, interviews and tests. * Orientation to foster positive attitude toward Company goals. * Hiring, terminations, promotions, performance review and safety. * Advises management in appropriate resolution of employee relations issues. * Policies, procedures, and programs. * Administers performance review program t * Benefits programs such as life, health, and dental insurance, pension plans, vacation, sick leave, leave of absence, and employee assistance. * Budget of human resources operations. * Conducts exit interviews to determine reasons behind separations. * Prepares reports and recommends procedures to reduce absenteeism and turnover. |
| 2013 – 2015hr manager, rotana group – Dubai, uae  * Updating job requirements and job descriptions for all positions. * Maintains organization staff by establishing recruiting program. * Company policy regarding equal employment opportunities, compensation, and employee benefits. * Conducting orientation and training programs. * Ensures planning, monitoring, and appraisal of employee work results. * Maintains historical human resource records. * Completes human resource operational requirements. * Contributes to team effort by accomplishing related results as needed. * Operate payroll system. * Manage company benefits..   **2009 – 2013**  **Hr officer,** rotana hotel – sharjah, uae   * Assists with the administration of the day-to-day operations of HR functions and duties. * Participate in the preparation of Human Resources budget. * Maintain an up to date database for resume’s for future facilitation of recruitment needs. * Conduct induction / orientation program for all newly joined employees as per the hotel standards. * Receive employee complaints, suggestions and queries and make sure they have been handled properly. * Maintain an up to date computerized database of all employees. * Explain company personnel policies, benefits, and procedures to employees or job applicants. * Compile and prepare reports and documents pertaining to personnel activities.. * Process all types of visas including employment visas, residence visas for employees as well as entertainers, guests and as per requests from other Rotana Properties.   **2007 – 2009**  **hr supervisor,** osman group – giza, egypt   * Interface with operations management to determine staffing needs. * Prepare manpower forecast to project employment needs. * Responsible for the maintenance of all personnel files in the assigned district. * Maintains compliance with company policies and procedures * Perform audits as required for compliance with company policies and all regulatory requirements. |

# Education

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| 2018MBA, Alexandria university Master business administration  GPA 3.086 / B |
| 2006BACHELOR’S DEGREE, LAW, ALEXANDRIA UNIVERSITY GPA 1.069 / C |