|  |
| --- |
| Hesham 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

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

* Organization behavior
* Employee relations

# Experience

|  |
| --- |
| 2016 – 2018 hr 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 – 2015 hr 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

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