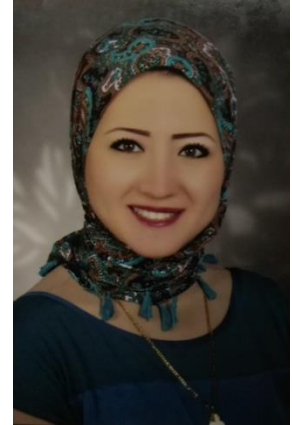


- Sherein Ramadan Zanaty Ahmed
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## **OBJECTIVE:**

- ☐ To obtain a job that offers a professional working environment that enables me to improve myself while meeting the organizational goals and enhance my skills and enrich my knowledge and gain experience in my work field.

## **EDUCATION:**

- ☐ Faculty of LAW (Arabic Department) Alexandria University. 2012 Grade Good.

## **Work Experience:**

- **HR Manager**

(Four A Square For Trade. (Prime Market)) (Jan 2023 – Present)

- **Job Description :**

- ✓ Preparing the organizational structure of the company.
- ✓ Managing the recruitment process and selecting and appointing new employees based on the required standards and qualifications.
- ✓ Overseeing the administrative and financial aspects related to human resources.

- ✓ **Determine the activities and plans related to staff training and development.**
- ✓ **Monitoring and evaluating the performance of employees in order to encourage and motivate them to improve their performance.**
- ✓ **Preparing forms and procedures for developing and organizing work.**
- ✓ **Improving employee engagement and satisfaction in the company.**
- ✓ **Manage and develop the human resources department in line with the company's strategy.**
- ✓ **Preparing reports and submitting them to the company's management.**
- ✓ **Evaluate weaknesses and work to develop them.**
- ✓ **Preparing and paying the salaries of the employees.**
- ✓ **Preparing a system of incentives and rewards for employees in relation to the company's policy.**
- ✓ **Representing the link between employees and the company's management.**
- ✓ **Introduce the new employees to all the details of the job they are applying for, such as the rights, duties and privileges granted by the company.**
- ✓ **Solving problems that occur between employees and management.**
- ✓ **Introducing the company's managers and employees to the company's general policy.**
- ✓ **Preparing, organizing and evaluating training programs.**
- ✓ **Updating job qualifications and job descriptions for all jobs in the company on an ongoing basis.**

- ✓ Keeping documents related to the company's employees and following up on updating employee data.

- **HR Assistant Manager**

(Gulf International Co.) (June 2022 – Aug 2022)

- **Job Description :**

- ✓ Manage and Direct all HR Tasks for an Organization.
- ✓ Oversee the Work of the HR Staff.
- ✓ Report to higher authorities such as CEOs.
- ✓ Ensure all Employess, mamangers, and executives adhere to HR company Policies.
- ✓ Work with CEOs to Strategize and implement HR changes.
- ✓ Direct and Oversee Hiring, Training, and Dismissal Processes.
- ✓ Creat or Modify Staff Benefits.

- **Human Resources Area Manager**

(Khair Baladna Hayper Market) (June 2021 – May 2022)

- **Job Description :**

- ✓ Full Responsible For Employees Life Cycle from Hiring To Resignation.
- ✓ Following up Store Attendance and Sick Leaves
- ✓ Following up Renewal Contracts and Probation.
- ✓ Assist with the recruitment process by identifying candidates, conducting reference checks and issuing employment contracts.
- ✓ Dealing With insurance office and labor office.
- ✓ Following up Social insurance, Forms 1, 2 and 6 For the Employee.

- ✓ Following up Transportation Process.
- ✓ Monitor Employees Performance appraisal.
- ✓ Coordinate employee development plans and performance management.
- ✓ Investigate complaints brought forward by employees.
- ✓ Produce and submit reports on general HR activity.
- ✓ Archiving And Filling new Joiners documents.
- ✓ Following up Motivation Process.
- ✓ Coordinate training sessions and seminars.
- ✓ Assist with payroll and HR projects.

▪ **Human Resources Generalist**

(Zahran Market) (August 2013 – Feb 2020)

▪ **Job Description :**

- ✓ Full Responsible For Employees Life Cycle from Hiring To Resignation.
- ✓ Following up Store Attendance and Sick Leaves
- ✓ Following up Renewal Contracts and Probation.
- ✓ Assist with the recruitment process by identifying candidates, conducting reference checks and issuing employment contracts.
- ✓ Dealing With insurance office and labor office.
- ✓ Following up Social insurance, Forms 1, 2 and 6 For the Employee.
- ✓ Following up Transportation Process.
- ✓ Preparing HR Letters and Experience letters.
- ✓ Monitor Employees Performance appraisal.

- ✓ Coordinate employee development plans and performance management.
- ✓ Investigate complaints brought forward by employees.
- ✓ Produce and submit reports on general HR activity.
- ✓ Archiving And Filling new Joiners documents.
- ✓ Following up Motivation Process.
- ✓ Coordinate training sessions and seminars.
- ✓ Assist with payroll and HR projects.

### **Courses and Certificates:**

✓ - *Human Resources Of Professional Diploma*

*Certified by "New Horizon Training Center"*

✓ *Certified by New Horizon Training Center 'Conversation English 2017 '*

✓ - *Certified by Alexandria Center for Legal Alexandria University 'Course to Prepare New Lawyers'*

### **Skills:**

❖ Language:

ARABIC Native language

ENGLISH Very Good

❖ Microsoft Office , Internet

### **Personal Skills:**

- ☐ Excellent communication skills
- ☐ Good computer skills

- ☐ Highly task oriented and a good problem solver.
- ☐ Self-motivated
- ☐ Effectively able to perform in both individually and as team player
- ☐ Persistence till success.

### **Personal information:**

- ☐ Nationality: EGYPTIAN
- ☐ Birth of date:19/4/1990
- ☐ Marital status: Married
- ☐ Gender: FEMALE

### **References:**



Available upon Request