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# Rania Shalby

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## **SUMMARY**

An experienced Human Resources professional mostly in the Telecommunication, Consulting, Manufacturing and Outsourcing in Egypt with exposure and experience in all HR practices.

## **EXPERIENCE**

### **HRM Consultant (Jan 2014) till now**

Worked with over 20 clients. Where I have served both private sector clients and international organizations as well as conducted public workshops for individuals.

**Marmi Zeitoun Group      January 2018 - August 2019**

### **Human Resources Manager**

Manage the HR Activities for 2 companies (Marble Art and Elsarh). Created the HR system from scratch and achieving great results (decreasing the turn over- raising the employee's satisfaction - building a reliable performance management system / salary pay structure - etc...)

**Nike Sons for Marble and Granite      June 2016 - August 2019**

### **Human Resources Manager**

**EVO Business Solution      November 2014 - May 2015**

### **Human Resources business Partner**

Managing the talent management department and the consultation one as well. Serving more than 15 corporate clients and more than 100 individual with a satisfaction average of 94 %

## **EVO Business Solution      September 2013- October 2014**

### **Talent Management Manager**

- Develop strategies to attract and customers using a variety of tools and techniques
- Interact with clients to maintain relationships
- Maintain up-to-date staffing reports and all related to staffing communications.
- Present reports to the management to ensure their full awareness of the process (department) detailed performance And objective achievement
- Perform any other assigned tasks as required by the direct manager within the same level of responsibility.
- Design, develop, training & development policies, procedures, and forms to ensure the effectiveness of training process.
- Design training budget and plan proposal and send them to HR Manager & top Management to get their final approval.
- Develop assessment tools for training programs
- Evaluate the material and check the instructor resume to ensure the effectiveness of conducting training course.
- Evaluate and cluster the instructor by attending their Demo.
- Plan the implementation and facilitation of activities and events, budget spending, material production and distribution, and other resources to ensure that operations are managed within authorized budgets.
- Analyze training trends to develop new training programs or modify and improve existing programs.
- keeping up to date with developments in training by reading relevant journals, going to meetings and attending relevant courses
- Oversee employee recognition and team building programs and events.
- Design each department organizational structure and charts in line with department heads.
- Analyze data received from training evaluation forms to find out training quality and ensure it is aligned with training quality standards.
- Searches and obtains accreditation for the training topics
- Manages, leads, and coach the talent management team

## **Wasla Outsourcing      July 2012-July 2013**

### **HR Executive**

#### **Training and Performance Managements**

- Conducting the TNA, GAP analysis and ROI semi-annual report
- Recommend and plan training sessions to develop staff skills, and align it with current and future organizational needs and business solutions.
- Collect and disseminate information on available training sources, methods, cost, and program evaluation and establish and maintain relationship with training partners.
- Assess the effectiveness of training design and delivery methods.
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#### **Recruitment & Selection (managerial Level)**

- Hires competent authorities.
- Receives hiring requests from head of departments.
- Posts different vacancies on American Chamber, Cellular News and 3Gwirlless Jobs.
- Screens CVs and select suitable candidates for required job vacancies.
- Sets plans and procedures for recruitment, testing, selection, competencies and checking references.
- Conducts interviews.
- Creates, Negotiates the job offers.

**Wasla Outsourcing    Jan 2011-June 2012**

**Research & Development Training Senior Specialist**

- Assesses and analyzes training needs and prepares reports to identify gaps and recommend solutions.
- Researches, develops, and designs general and specific business unit training programs for Call Center that focus on advanced concepts and competencies (e.g. leadership development, change management).
- Evaluates training programs to ensure timely, relevant, and cost-effective training in accordance with program objectives.
- Developing Training Materials.
- Qualify training providers/institutes and suppliers.
- Reviews and analyzes records for training programs, including, but not limited to, course evaluations and associate participation, data and trends to recommend program changes.
- Offers recommendations on new and innovative learning opportunities for a variety of staff of all levels
- Determines training priorities based on business needs
- Visits operations locations regularly to build relationships and ensure current and accurate knowledge of processes and systems and to ensure that training products meet the needs of the business
- Reviews different training proposals whether functional or soft.
- Traces different expenses and update expenditure reports.
- Maintains an updated training library.
- Follow-ups and update on internal trainings.

**Wasla Outsourcing    July 2009-December 2010**

**Payroll & Personnel Specialist**

- Maintains employment and other personnel records; including timely and accurate updating of electronic applicant and employee databases
- Maintains Human Resources payroll records and files.
- Monitors the headcount in sort of hiring, transferring and resignations.
- Handles fulfilling S1 and S6 for the employees
- Handles the ATM applications for the account
- Handles the account's leaves in sort of (Filing the documents, database, balance)
- Liaises with governmental authorities (Social Insurance & Labor Office) in order to ensure compliance with the related Egyptian laws and preserve both Company and employees' rights.
- Maintain employee's files updated in order to provide accurate and statistical information.
- Handle employees hiring process including onboarding procedures, medical insurance coverage in order to comply with Wasla HR policy and procedures.
- Handles the end of service process

**EDUCATION**

Professional Diploma in Human Resources, HRCI

Human Resources Management Professionals certificate, American university in Cairo

B.Sc. Accounting, Faculty of Commerce, Cairo University

**SKILLS**

Competencies: communication, Negotiation, Dynamic and leadership

Computer: Microsoft office package, MS Visio.

Language: Arabic and English.

**References Will Be Furnished Upon Request**