

Human Resources Coordinator at Orascom

Date of Birth: 17/1/1985

Nationality: Egyptian.

Marital status: Married & Have Two Children's.

Military status: Exemption.

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Address: Ezzbat El-Nakhl-Cairo.

Education:

*Graduate from Bachelors of commerce Accounting Department with grade **Good**.

*Graduation Year: 2006.

Work Experience: I worked at **Orascom Construction** (OCIE) Since 2008, Egypt Sites in: -

1) EBIC- KBR Ammonia plant, Ain Sokhna.

2) Tie in Between EBIC Ammonia plant & Egypt Fertilizer Company, Ain Sokhna.

3) Ezz Billet Caster CCM Project, Ain Sokhna.

4) Aswan Cardiology Center Project.

5) Hospital 57357 - Refurbishment of Children Cancer Hospital Section in Tanta.

6) Katameya International Hospital Finishing & Electro-Mechanical Works to Date.

7) The new administrative capital (Mansoura 6 Project 6, Mansoura 6 Project 7, Mansoura 7 Project 2, Mansoura 7 Project 3, Mansoura 7 Project 5, ASU Campus project New Capital, Beit EL Watan New Cairo, Green river Central Park JVOCHAC project, and Infrastructure New Capital) to date.

Professional Experience:

* Compliance with HR guidelines and policies in head office to Applying it on site.

* Perfect work on man-hour system.

* Perform other assignments as necessary to support the function/project.

* Perform and Follow up all HR operational works namely: (annual vacation, sick leave, work permit issuance for expats, attendance and time keeping, variables payroll review, penalties, Casual Wages, Visa problems, Handles the contract renewal procedures, following the labors in project) and keep records and files to ensure compliance with company's policy and Labor Law.

* Provides statistical information and reports as requested.

* Perform all recruitment procedures (Job posting using the suitable job board., updating the pool of candidate, arrange interviews, Meeting, contacting recruiters and recruitment agencies, collect recruitment Docs., follow the probation period...etc.).

* Review HR variables on monthly basis as an auditor.

* Maintain and update HR data base.

* Process the full payroll cycle.

* Updates employee 's datasheets.

- * Create and implement programs at work that connect employees with business goals.
- * Ensure smooth implementation of Human Resources policies.
- * Provide HR information for monthly payroll completion.
- * Handle related assignments as required from the HR Operations manager.
- * Records maintain and monitor attendance to ensure employee punctuality.
- * Handle payroll and allowances variables between the project and head office.
- * Build and have strong relationships with services providers, different local and governmental entities in order to fulfill project's requirements such as (procedures of "green card & skill measurement" for casual labors, Procedures of Governmental Medical Insurance Card "Casual & Contracts" Procedures of Mezza Cards "I have strong relationships with the Manager branch of bank NBE").

* Establish & maintain personal files in accordance with the labor law, prepare paperwork required to place employees on payroll & ensure accuracy of documentations.

* Ensure compliance with HR leave & time attendance policies by tracking employee leaves.

* Oversees the implementation and communication of roles and responsibilities and ensure that all individuals are clear about their roles.

* Identifies, drives the communication and sharing of HR best practices across functions to facilitate continuous improvement.

* Provides guidance, supports and to management and staff regarding HR Personnel issues.

* Update all required reports daily.

Qualifications:

* HRM Diploma from Brilliance Business School.

* Global Academy -Oracle Fusion Cloud - HCM Techno Function Track (Oracle University).

Trainings and Courses:

* Training course in (Labor Law, Social Insurance, communication skills, Problem Solving and Decision Making) within Orascom Human Resources Department.

* Training course in (Human Resources, Strategic Planning, Crisis Management, Leadership, Body language & Self-Development, and Self Confidence) within Diplomatic Training Consulting.

* Performance Management within Next Tactics.

* Certification (OSHA) within International Academy for Safety Professional.

Skills and abilities:

* Work under pressure.

* Cooperation in team work.

* Speed Learning any missions giving to me and mastery it.

Language Skills:

Good command of English, Business writing, Problem solving.

Computer Skills:

Good Computer skills/ MS Office.

LinkedIn:

<https://www.linkedin.com/in/nabil-erian-hr-diploma-oracle-cloud-hcm-0a353b14b/>