

**Naglaa Aly Mohamed Ebrahim**

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Marital Status: Married

Date Of Birth: 25/7/1974

* **EDUCATION AND QUALIFICATIONS**
* **Master in Business Administration (MBA) 2008 - 2010**

Arab Academy for Sciences, Technology & Marine Transport.

* **Bachelor’s Degree (BA)** in Social service, 1996

Alexandria University / Grade: Good.

* **WORK EXPERIENCE**
* **From December 201 8 – till Now HR MANEGER at MR Baker**
* **From January 2018 –till December 2018 HR MANEGER at Sweetco (Real Estate Sector )**
* **From October 2013 – till April 2017 HR MANEGER at STC Technology**
* **Training Manager at Consulting Group ( part time )**
* **Recruitment Manager at Consulting Group ( part time )**
* **From March 2015 –till June 2015 at El Sabah for Food Industry (BORG ELARAB) HR Consulting ( part time)**
* **From November 2014–till 2017 HR Consulting ( part time ) at Muhammadiyah trade Ceramics (Desouk City)**
* **From May 2012 – till September 2013 HR and Administration Manager at Nour El Din EL Sherif For Automotive**
* **From August 2010 – Till April 2012 HR MANEGER at PODCO Australia For Agriculture Processing / Private free Zone (BORG ELARAB)**
* **From 2000 – Till 2010 Head of benefits and payroll section at Bibliotheca Alexandrina .**

### Responsibilities:

**1- Recruitment:**

* **Preparing job post according to JD applied from the assigned manager.**
* **Screening & Filtration.**
* **Interview calls.**
* **Job application.**

**2- Hiring Process:**

* **Job Offers / Approvals.**
* **Orientation for new comers.**
* **Preparing the employee file.**
* **Preparing all related steps as finger print, opening bank accounts, ect.**

**3- The Employee file:**

* **Maintaining the required official papers for employees.**
* **Joining papers and contracts.**

**4- Payroll:**

* **Log file from attendance machine.**
* **Preparing employees attendance sheet.**
* **Preparing monthly penalties & deduction reports.**
* **Adding attendance & penalties to salary sheet.**
* **Preparing salary slip, sending it to all employees.**

**5- Preparing vacation balance:**

* **Receiving the employee’s vacations and sick leaves , permissions.**

**6- Social & Medical Insurance:**

* **Preparing formal forms of Social insurance.**
* **Preparing medical insurance forms and contact with service supplier**
1. **Handling employees database.**
2. **Leave and attendance management.**
3. **Handling the payroll.**
4. **Managing the filing system.**
5. **Preparing the KPI for each employee.**
6. **Identifies hiring needs, develop the position description, recruitment Plan, organizational chart and other recruitment related documents**

### Skills and Courses

### ****Languages****: ****Arabic mother tongue / English fluent.****

* **ICDL 2005 / Arab Academy for Sciences and Technology.**
* **Course in Management strategies / American Chamber**
* **Course in Human Resources / American Chamber**
* **Course in Business writing** / **Notting Hill College 11/11/2010**
* **Training of the Trainers** **from Arab Academy for Sciences, Technology & Marine Transport 2014 ( TOT )**
* **5 year experience as super user of Oracle application**
* **Project manager for ERP System.**