



NANCY KHALIL

HUMAN RESOURCES SPECIALIST

📍 JVC, Dubai, United Arab Emirates

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ABOUT ME

A qualified Human Resources professional with over 4 years of experience as a human resources specialist. Extensive background in the areas of benefits administration, policies and procedures, employee relations, talent development, disciplinary processes, performance management and employee investigations, as well as a strong base of knowledge in employment law and labor regulations in hospitality industry.

EDUCATION

BACHELOR OF ARTS

Cairo university, Faculty of Art
Spanish language Department
/ Cairo / 2015

PERSONAL DETAILS

Date of birth
07/03/1994

Nationality
Egyptian

Marital status
Sigle

INTERNSHIP

YOUTH CAREER INITIATIVE (YCI) MARRIOTT HOTELS

Cairo ,Egypt / FEB 2018 - NOV
2018

WORK EXPERIENCE

SOFITEL
DOWNTOWN
DUBAI
Dubai,UAE
Dec 2022 - Present

HR Coordinator

- Assist of the processing of all types of visas, including employment visas, residence visas for employees as well as for entertainers.
- Assists to apply various licenses needed for the Hotel.
- Assist the reservation team for application of guest required visas.
- Monitor the visa, UAE ID, passport, occupational health card expiration of all the employees.
- Monitor the renewal of permits and licenses.
- Coordinate medical schedules in a timely manner to ensure follow up and completion of employee's visas and governmental related requirements.
- Maintain a weekly Expenses Report & Records with detailed justification.
- Ensure the departure and exit formalities for employees are completed after cancellation of visas.

SHERATON
SOMABAY HOTEL
Hurghada,Egypt
Jan 2019 - Jun 2021

HR Specialist

- Assist management in screening resumes, conducting interviews and selecting new hires using selection tools and systems.
- Monitor and assist managers/supervisors with hiring processes .
- Working on the MGS, mHUB systems by creating positions and all the hiring process.
- Monitor all hiring and recruitment processes for compliance with all local laws, company policies and standards & assist with internal transfers and external hires.
- Support all employees and treat them with dignity and respect.
- Ensure that employees are trained on company core values, job roles, responsibilities, and technical and service aspects of the job.
- Taking good care of associates by conducting many activities, providing healthy food for the associates in the staff cafeteria.
- Follow company and department safety and security policies and procedures to ensure a clean, safe, and secure environment.
- Develop and maintain positive and productive working relationships with other employees and departments.
- Disseminate information to employees related to employer-employee relations, employee activities, and personnel policies and programs.
- Responsible for the new Ambassadors onboarding process (HR policies introduction, legal documents, locker allocation, job description, name badge, uniform etc.)
- Provide guidance to ambassadors for bank account opening & other related bank issues.
- Maintain and update all ambassadors' personal files as per Marriott requirements.

LANGUAGES

ENGLISH

ARABIC

SPANISH

LINKS

LinkedIn:
<https://www.linkedin.com/in/nancy-khalil-21b2b7152>

SKILLS

COMMUNICATIONS

MANAGEMENT

MULTITASKING

DECISION-MAKING

HOBBIES

READING , WALKING , WATCH
MOVIES

- Ensures that all new joiners are registered in finger print system.
- Monitoring ambassador's transfer/promotions (internal/external) including preparation of ambassador position and salary change.
- Preparing the Monthly payroll & Monthly attendance.
- Taking minutes in the disciplinary hearing & other related HR Meetings.
- Preparing the presentations for champion of the month, champion of the year.
- Prepare birthday list & birthday cards on monthly basis.
- Update the hotel vacancies & opportunities into staff notice board.
- submitted all monthly, yearly and periodic reporting requirements such as HR Report, Turnover, Transportation and other HR related expenses report if any.
- Responsible for the hotel monthly newsletter with the supervision of DHR.
- Responsible for updating warning letters issued to ambassadors on their personal file / HITS.
- Coordinate and inform security & Accommodation of all leavers and new joiners.
- submitted the monthly, quarterly, yearly checks to insurance office and governmental boxes.

HILTON ZAMALEK
RESIDENCE
Cairo ,Egypt
Feb 2018 - Nov 2018

HR Trainee

- Maintainand update all personal files as per requirements
- Prepare birthday list & send birthday e-cards on a monthly basis. -Be part of the recruitment process .
- Daily check the Employees cafeteria and food every day .
- Issue locker for the new joiners on their first day of onboarding. -Prepare email communications for all promotions, new joiners and send it to all associates.

IPSOS
Cairo , Egypt
Sep 2015 - Nov 2017

Marketing Research supervisor

- Collecting information to influence marketing campaigns.
- Collecting and study information about customers, sales trends, products, and services to direct our future business and marketing plans.
- Develop strong client and vendor relationships to deliver consumer information that has a direct effect on our business goals.