

ENAS MOSTAFA AL-SEBAEY

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OBJECTIVE

Seeking a challenging position in a reputable company in field of Human Resources, Where my academic background, interpersonal skills and previous experience are well developed and utilized.

SUMMARY

I am eager to introduce myself as a candidate for the position in the "HR Department." Over the past 8 years of my career, with 2 years of supervisory experience in **HR & Training** in “**SAVOLA Foods “AFIA”** , **Golden Eagle Company**, **Lucinda Resorts**, **Career Community Co.** and **Berlitz**” corporation for training and language education, I am responsible to Improve the overall effectiveness of the company, enhance employees’ engagement and manage the design and implementation processes of systems, tools and processes to attract, recruit, train, develop, motivate, retain and evaluate a caliber of qualified staff who can achieve organizational goals and objectives.

SKILLS

Computer Skills:

- **Oracle User EBS & Oracle Fusion.**

- Excellent knowledge of MS Office 365, 2010, 2007 (Word, PowerPoint, Excel & Access).

- Good knowledge of Hardware.

Language Skills:

- Native language Arabic.

- Fluent command of both spoken and written English.

TRAINING COURSE

Training:

- Human Resources Management Workshop** Certified by Simba HC Leaders in **Apr. 2019**
- Human Resources Management Course** Certified by The **British University** in Egypt in **Feb. 2019**
- Berlitz Recruitment “Diploma”** Certified by " Berlitz Corporation in **Jul. 2017.**
- BIT Courses** Certified by " Berlitz Corporation " Jun. 2017

EXPERIENCE

- Works as **Human Resources Supervisor “Savola Foods” AFIA Plant** from 12/2022 Till now.

Job Description The main responsibility of **HR Supervisor** Support direction for managing **HR Dept.** as a member of the Global HR team is to deploy global harmonized systems, processes, and delivery of relevant benefits to the business and associates by defining clear accountabilities for actions.

Culture & Engagement

- Analyzes culture and engagement insights, identifies key strengths, and focus areas, and partners for driving the implementation of impactful initiatives behind

culture evolution and improvement in employee experience in line with group, business unit, and functional direction achieving relevant KPI's targets.

Personnel

- Manage and supervision all employment logistics for new hires including Social Insurance.
- Offering the new candidate with the approved package.
- Updating E Master Data, communicating all updates with the Comp and Ben & Recruitment Dep.
- Supervision all employees attendance and all types of leaves (Days in Lieu, Overtime, Penalties) and communicating with employees if verification's are needed
- Handling labor -related payments (social insurance, taxes, regular labor -related funds as per the Egyptian law)
- Process paperwork for all Monthly payroll staff alteration as new employees and review employee information into the payroll system, Resignation, Etc.)
- Prepare the social insurance payments and review all the payment settlements, Handling Outsourced Payroll Account.

HRIS implementation of Oracle Fusion

- Implementing Oracle Fusion involves a series of crucial steps to ensure a successful deployment and alignment with our organization's HR processes and needs.
- Pre-Implementation Phase:
- Initial Assessment: Evaluate our current HR processes, data, and technology readiness for Oracle Fusion.
- Data Migration: Migrate data from your legacy HR system(s) to Oracle Fusion HCM, ensuring accuracy and completeness.
- Conduct thorough testing of the system in all environments to ensure functionality and data integrity.

➤ Works as **Senior HR Generalist in Golden Eagle Company** from 01/2022 Till 12/2022

Job

Description

The main responsibility of **Senior HR Generalist** to Supporting the **HR Manager** in improving the overall effectiveness of Human Resources through managing department personnel and daily operations, and support the organization's strategic and operational plans, providing information, advice and services as required.

Organizational Development

- Develop and prepare various policies and procedures for different company departments in line with department heads and communicate them to all employees to ensure their full awareness.
- Responsible for Monthly & Yearly Company **HR KPIs**.
- Design each department organizational structure and charts in line with department heads.
- Organize and update organizational structure manual and headcount that includes allocation of approved responsibilities for different functions and processes.
- Guide and support managers in the planning and implementation of change and organizational development initiatives liaising closely with the Global Head of HR as appropriate to achieve a successful shared outcome that has a positive and measurable impact on the business.
- Responsible for establishing and maintaining the Company **Salary Structure**. A salary structure consists of a number of grades intended to reflect typical industry pay levels related to each job.
- Plan, conduct and monitor the annual "**PMS**" Performance Management system process.

- Review “**Annual Performance Appraisal**” results and study statistical findings and reports for improvement and modification
- Responsible for drafting and updating job descriptions that accurately describe job purpose, the scope of responsibility and prerequisites.

Recruitment

- Plan and participate in strategic planning meetings with Department Head and key business partners of all levels to understand current and upcoming requirements in order to build a strategy on effective recruitment activities for positions within their area of responsibility
- Working closely with management and the department head to ensure that there is effective pipeline development, manpower, succession and talent planning and using this to leverage opportunities and address challenges.
- Manages the company's talent pool for all positions levels (junior, senior & managerial levels) to ensure that candidates are identified, developed and assessed and that their development needs.
- Effectively partner with the HR Director to ensure all coordination with candidates and managers run smoothly and efficiently.
- Lead the entire recruitment process including requisition approval, hiring manager briefing, job advertising, candidate sourcing, application review, candidate screening, interview, and offer process.

Training

- Manage and maintain an effective training cycle and ensure proper implementation at all levels.
- Lead proper implementation of Training needs analysis that serves the organization's goals and strategic plans.
- Establish and maintain relationships with service providers and consulting agencies.
- Analyze the effectiveness of training programs and come out with a new initiative for modification and enhancement.
- Conduct a comprehensive “Orientation Program” for all new hired Employees that include the basic background information.
- Evaluate the trainee performance after going through training programs to ensure that the training achieved its target; prepare all regular basis employees training files to ensure its completeness to be used as a reference.

Personnel

- Handling all employment logistics for new hires including Social Insurance.
- Offering the new candidate with the approved package.
- Updating E Master Data, communicating all updates with the Comp and Ben & Recruitment Dep.
- Coordinating employees attendance and all types of leaves (Days in Lieu, Overtime, Penalties) and communicating with employees if verification's are needed
- Handling labor -related payments (social insurance, taxes, regular labor -related funds as per the Egyptian law)
- Process paperwork for all Monthly payroll staff alteration as new employees and review employee information into the payroll system, Resignation, Etc.)
- Prepare the social insurance payments and review all the payment settlements, Handling Outsourced Payroll Account.
- Ensure that all personnel files and variety of information are maintained in an orderly and a complete manner, such that accurately represents authorized & up to date terms, conditions and detailed for all employees.
- Termination pay computation and personnel: i- Performance and correspondence and follow up. ii- The company policies related to the insurance.

- Controlling the amounts paid for emergency fund & Health insurance According to the employees' number.
- Follow up the monthly contract renewals.
- Propose the annual salary increase & bonuses scenario.
- Medical Card issuance for all our employees and dependents.
- Following up with Medical Provider for claims reimbursement.

➤ Works as **HR Generalist** in (**Lucinda Resorts**) from 03/2020 till 01/2022.

Job

Description

The main responsibility of **HR Generalist** to Supporting the **HR Manager** in improving the overall effectiveness of Human Resources & Admin through managing department Organization and Development "Recruitment & Training & Personnel and daily operations, and support the organization's strategic and operational plans.

- Partner with business leaders to proactively manage talent acquisition, people moves and talent development.
- Manage the recruitment process end-to-end, including our recruitment channels and partners, to source the best possible talents.
- Partner with business leaders to build talent capability through learning and development.
- Handling HR Compensation & Benefits.
- Handling and follow up all monthly transactions and Prepare all monthly payroll inputs and final output.
- Calculating salaries, benefits, tax deductions, social insurance deductions, bonuses, allowances, etc.
- Perform all salary adjustments or annual increases on the system on time.
- Maintain the database and employee files.

➤ Works as **HR Generalist** in (**Berlitz**) from 12/2018 till 03/2020.

Recruitment

- Responsible for hiring process by coordinating job posting on Web site, reviewing resumes, performing telephone interviews and reference checks.
- CV's and Resumes screening and filtering.
- Attending "junior, senior, Supervisor and Managerial" positions interviews.
- Coordinating interviews with the relevant managers or HOD.
- Performing searches for qualified candidates according to relevant job criteria, using our database, networking as well as employee referrals.
- Implement and monitor an effective recruitment cycle as well as ensure proper documentation.
- Offering the new candidate with the approved package.
- Negotiate and finalize proposals of agreement with Recruitment Agencies, Recruitment Sources and other channels, etc.
- Responsible to plan and organize participation in employment fairs and events.

Personnel

- Handling all employment logistics for new hires.
- Updating EE Master Data, communicating all updates with other Dept
- Maintaining personnel records & files, personnel social insurance records and paperwork.
- Reviewing employee's attendance and all types of leaves (Days in Lieu, Overtime, Penalties) and communicating with employees if verifications are needed.
- Handling labor -related payments (social insurance, regular labor -related funds as per the Egyptian law)
- Process paperwork for all Monthly payroll staff alteration as new employees and review employee information into the payroll system, Resignation, Etc.)
- Prepare the social insurance payments and review all the payment settlements.

- Handling Outsourced Payroll Account.
- Issue all the HR letters to all employees.
- Ensure that all personnel files and variety of information are maintained in an orderly and a complete manner, such that accurately represents authorized & up to date terms, conditions and detailed for all employees.
- Liaise with the social security and labor office authority to ensure smooth operation in line with the country roles and regulation.
- Termination pays computation and personnel: i- performance and correspondence and follow up. II- The company policies related to the insurance.
- Controlling the amounts paid for emergency fund & Health insurance According to the employees' number.
- Review the updates personnel data, attendance & leave profiles on system and database.
- Follow up the monthly contract renewals.
- Propose the annual salary increase & bonuses scenario.

➤ Work as **English Instructor** in (**Berlitz**) in from 7/2017 to 12/2018

EDUCATION

- **BSc. of Science – Petroleum Geology and Natural Gas** - Suez University 2016 TGPA 89% “Very Good”
- **Human Resources Management** Diploma at the **BUE** university 2019

INTERESTS

Computer, Reading, & Swimming.

PERSONAL INFORMATION

- 1 Work under pressure.
- 2 Work with different-cultured people.
- 3 Ready for Travel when required.
- 4 Ready for training and acquire new skills and learn more.

Date of Birth: 19/01/1994

Nationality: Egyptian.

Marital status: Single.