

# ASHGAN ELSAYED ALI

HR specialist



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📍 Alexandria , Egypt

## EDUCATION

### Master's degree in history | 2022

Faculty of Arts, Alexandria University, Egypt

### Methodology Diploma | Jan 2010

Alexandria University, Egypt

### Bachelor of Arts, History Department | Aug 2009

Faculty of Arts, Alexandria University, Egypt

## EXPERIENCE

### HR Assistant Manager | 2023 - 6 / 2024

National Takaful Company Abu Dhabi UAE

Provide HR administrative support maintain employee records process documentation

and assist with payroll and public service communication

Manage recruitment tasks, candidate communication and conduct new hire orientations

### Life Insurance Advisor 2021-2023

Al-Futtaim Orient Insurance PJSC-UAE

Selling insurance policies recommending insurance , plans and life insurance , Explaining the insurance coverage of insurance products Providing financial advice to clients

### HR Specialist | 2017-2020

Al-Hayah Real Estate Development-Egypt Collaborate with managers to identify

future hiring needs Act as a consultant to new hires and help them onboard

## EXPERIENCE

### HR specialist | 2014-2017

Al-Regham Real Estate - Saudi Arabia Plan quarterly and annual performance review sessions Assist in reviewing salaries grades salary tables and other benefits  
Administer health and life insurance programs

### HR specialist | 2011-2013

Kholoud Pharmacies Group-Qatar Develop and Update Training Materials, Deliver and Evaluate Training Support HR Projections Analyze HR data and collaborate with departments

## COURSES

HR Specialist Training: Trainer Ahmed Akel (+100 hours)

Certified by "SHRM" Society of Human Resources Management in America.

Strategic Human Resources Management (+18 hours)

Performance Management System (+18 hours)

Job Analysis & Job Design (+18 hours)

Recruitment & Selection (+18 hours)

Training & Development (+18 hours)

Graduation Project (+10 hours)

obtained a certificate for completing a course in the field of human resources

accredited with an excellent degree from (SHRM) in (April 2024)

holds an International Computer Driving License (ICDI 4.0) certified by the Ministry

of Communications and Information Technology Egypt (June 6, 2013)

Certificate of completion of the human resources course from the Academy

of Engineering Sciences (October 2018)

A certificate in developing research skills in knowledge sources from the National Library

and Archives, approved by the Ministry of Culture

## **COURSES**

How to be HR : Trainer Ahmed Akel

Management Concept and Function& Human Resources Management

Definition Goals and Roles

Certified by "SHRM" : Society of Human Resource Management in America

## **SKILLS**

Communication Skills, Organizational Skills, Interpersonal Skills

Problem-Solving Skills, Recruitment and Talent Acquisition

Employee Relations, Performance Management, Training and Development

Knowledge of Employment Law, HR Information Systems (HRIS) Proficiency

Strategic Thinking. Ethical Judgment and Integrity

Education and learning, Office programs, Problem Solving

## **LANGUAGE**

Arabic Mother tongue

English Very Good In speaking reading and writing