

# Aly

## Samy Aly Essa

### **Personal Information:**

- Name : Aly Samy Aly
- Cell Phone : (+2)01009002632 / (+2)01225033355
- Marital Status : Single
- Date of Birth : 1<sup>th</sup> of Marsh 1987
- Military status : Exempt
- Nationality : Egyptian
- E-mail : [alysamyessa56@gmail.com](mailto:alysamyessa56@gmail.com)

### **Summery:**

- I have more than 10 years of experience in all HR functions in a well-established companies & start-up companies beginning of the work force plan, budget, recruiting the caliber candidates to the business, develop the HR policies & Procedures, preparing the compensation & Benefits plan, follow up & control the related functions of labor relations, Learning & Development and Performance Management System.

### **Education:**

**BACHELOR** of Art, Archeology Department.  
Faculty of Art – Alexandria University.  
Total Grade: Pass (65%). Graduated: May 2012.

### **Courses:**

- **Professional Trainer** (2018),  
Provided by: RITI.  
**Managerial Skills** (2019),  
Provided by: RITI.  
ICDL (American academic center for training & development).
- Professional Certificate of **Human Resources**,

### **Work Experience:**

#### 1. **HR & Admin. Manager**

From Septempr 2021 till March 2023

**AXES Textile** is the sister company of **AMS NUMBER ONE**

Command Center: Al Agamy Al Bahiri, Dekhela

Factory: Kafr El-Dawar City.

### **Responsibilities: -**

- Design compensation packages and bonus programs that align with the company's strategic plan
- Renew our compensation plans with monetary and non-monetary benefits based on employee needs
- Structure compensation in ways that will yield the highest value for the organization
- Develop systems to process payroll account transactions (salaries, benefits, deductions, taxes and third-party payments)
- Coordinate timekeeping and payroll systems
- Maintain accurate records and prepare reports
- Developing and implementing HR strategies and initiatives aligned with the overall business strategy.
- Managing the recruitment and selection process
- Support current and future business needs through the development, engagement, motivation and preservation of human capital
- Develop and monitor overall HR strategies, systems, tactics and procedures across the organization.
- Prepare & revise the work force plan according to the HR budget.
- Set & Deploy and communicate all HR policies & procedures.
- Oversee and manage a performance appraisal system that drives high performance
- Maintain pay plan and benefits program
- Assess training needs to apply and monitor training programs
- Ensure legal compliance throughout human resource management
- Preparing the job analysis to update the job descriptions.
- Ensure smooth running of all administrative functions.

## **2. Human Resources Head:**

From April 2016 till May 2021.

### **KABO-El Nasr**

#### **Clothing&Textile**

Command Center: El Hadrah

Qebli , El-Mahmodeya ,Alex.

Factories: Al Hadrah. Al-Amria

### **Responsibilities: -**

- Sources, researches, interviews, screens and refers job candidates for job openings
- Align with management and section heads to identify personnel needs, job specifications, job duties, qualifications, and skills
- Writes job descriptions or reviews and edits job descriptions
- Develops and maintains network of contacts to help identify and source qualified candidates
- Develops and coordinates job postings, internal and external
- Update organization structure when needed
- Write policies and procedures when needed
- Coordinate training events and keep track record of all training sessions and budget
- Assist in organizational development initiatives and HR projects
- Assist in personnel and payroll function
- Follow the procedures of the Social Insurance & Medical Insurance & Work Permits of foreigners.
- Follow the Accommodation & Transportation & Uniform Process.
- Administers benefits programs such as Mobiles, Health Care.
- Contracts with outside suppliers to provide employee services, such as temporary employees, search firms, or relocation services during the construction durations.
- Supervise all travel and hotel arrangements for staff and visitors, including visas and work permits as applicable.

## **3. Senior HR Specialist:**

From January 2014 till

Marsh2016.(Total Head Count  
is 2400).

**Baby Coca For Wears&Textiles** (22 Alexandria Agriculture Rd. khorshid,Alexandria)

**Responsibilities: -**

- Hiring qualified job applicants for open positions; collaborates with departmental managers to understand skills and competencies required for job openings.
- Design and update job descriptions.
- Handle all administrative tasks for onboarding, new hire orientation, and exit interviews, including entering data into HR information systems.
- Be the primary backup for payroll processing, including; monthly updates to employee files, bonus/incentive pay, tracking vacation/sick pay and benefit changes.
- Assist in the communication, interpretation, development of employee handbook, an organizational chart, and implementation of HR policies.
- Participates in employee disciplinary meetings, terminations, and investigations.
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.
- Assist in the performance management process.
- Handling the personnel tasks of Social Insurance & Medical Insurance & Work permits.
- Handling the private medical care procedures.

**4. HR Specialist**

From September 2012 To  
November 2013.(Total Head Count  
is 350).

**Judy Tex.for Textile Company (Ezbet Hgazy–Smouha-Alex.-Egypt)**

**Responsibilities: -**

- Update employee records with new hire information and/or changes in employment status
- Ensure attendance and leaves data are regularly entered/imported on HR system and extract attendance reports as required.
- Conduct monthly payroll closing by addition of newly hired employees and activation of transfers in addition to any other transactions to be added/deducted from employee salary; send to C&B department for processing.
- Coordinate with C&B department for bank account openings in order to reduce cash payments.
- Assist in administering company benefits such as medical insurance and new born & married vouchers ensuring policy and process are correctly followed.
- Send requests for employees HR/Experience/Bank Letters and deliver to employees.
- Administer all end-of-services procedures and the related clearances for Company employees and report it issue final settlement.
- Handling the work permitted process of the foreigners' employees with the manpower ministry & Immigration office.
- Deliver social insurance forms to the designated insurance offices in timely manner and follow up to ensure there is no delay in additions/deletions.
- Conduct exit interviews with resigned employees; to analyze the reason and propose corrective actions to stay within allowed turnover percentage.
- Conduct investigations and apply disciplinary actions according to the Disciplinary Actions Policy.
- Ensure renewal of employee contracts is done in timely manner and in accordance to labor law & update system and employee files.

**Languages:**

- Arabic (Native Language).
- English (Very Good Reading, Writing and Speaking).

**References Furnished Upon Request**