

ASMAA SAYED

HUMAN RESOURCES

01206348569 | ASMAASAYEED234@GMAIL.COM | AL-FIRDAWS ARMED FORCES
COMPOUND ON THE DESERT ROAD IN FRONT OF MARGHAM TRAFFIC

BACKGROUND

Working In An Organization Commensurate
With My Personal And Applied Skills In
Administrative Affairs Human Resources
Secretarial Work And Ability to
Communicate With Employee Clients And
Team Management .

EDUCATION

HIGHER INSTITUTE OF SOCIAL SERVICE

Alexandria , 2016 – 2020

- Community organization and anthropology

EXPERIENCE

BARSI FOR TRANSPORTATION | HR MANAGER

Alexandria, 2022 – present

Undertake the task of selecting skilled and efficient employees.

Work on developing the company's policies in addition to developing the unit's standard procedures.

Prepare the annual employment plan and coordinate with other departments to determine the company's special needs.

Open files designated for new employees of the institution or company, and supervise the procedures for appointment and the steps to complete them.

Assume the task of signing contracts for new employees and documenting them, in addition to verifying the availability of legal standards for compliance related to the institution's employees.

Save all documents and data related to employees, update them permanently and in an organized manner, and ensure the process of saving these documents and data.

Coordinates the manager of the Human Resources Department with other departments to work on preparing plans dedicated to training employees and developing the capabilities of cadres.

Supervises the steps for implementing the annual plan for training and developing the company's employees, in addition to supervising the program for periodic vacations designated for employees and preparing the program as well.

Prepare the files needed by the institution's evaluation processes, in addition to the files required by auditing processes, whether internal auditing or external auditing, whether these processes are for the company or projects.

Preparing programs that will motivate the company's team members, and identifying the strengths of each member, investing in them and developing them.

Implementing the provisions included in the human resources regulations, in terms of the violations and abuses that occur in the company by employees.

Approving employee vacations .

SIDI GABER MOSQUE CHARITY ASSOCIATION | HR SPECIALIST

Alexandria 2018 – 2020

- 1- Work In The Unicef Office To Provide Aid
- 2- Social Research Work Solidarity And Dignity Assistance .

THE NATIONAL AUTHORITY FOR SOCIAL INSURANCE | HR SPECIALIST

Alexandria , 2020 – 2021

- 1- Work Was Done In The Information Department Inquiry .

BARSI FOR TRANSPORTATION | HR SPECIALIST

Alexandria 2016 – 2021

- 1- Work On Budget Department .
- 2- Follow up job Forms And Make Sure All Data Is Written Inside The Papers .
- 3- Work To Collect working hours on daily basis.
- 4- Implementation and planning of initial .
- 5- Interviews to select qualified applicants for vacant positions .

COURSES

- English | 2021
Alexandria – Arabian Academy
| Pre- Intermediate
- Human Resources Management | 2021-2022
Cairo – ISI
 - 1- HR Requirements .
 - 2- Orientation Work Plan .
 - 3- SWAT Analysis .
 - 4- SMART Analysis .
 - 5- PEST Analysis .
 - 6- Job Description .
 - 7- Forecasting .
- MA IN DEVELOPMENT AND HUMAN RESOURCES . | 2022 – 2023
Cairo – International Diplomatic Center .
 - 1- Body Language -and Self Development .
 - 2- Preparing Managers And Preparing Leaders .
 - 3- Phonetics In The English Language .
 - 4- Get Self – Confidence .
 - 5- Strategic Planning .
 - 6- Human Resources .

SKILLS

- Social Insurance
- Communication
- Problem Solving
- Time Management
- Leadership
- Computer Skills
- Team Work