

Eman Ayman

Senior HR Specialist

Personal info

Nasr City – Cairo

01029200446

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Key Skills

Excellent oral and written communication

Organized, diligent, and tenacious

Interpersonal Skills

Young, Ambitious, Open minded, Honest, Dynamic, Quick learner.

Business Ethics Respector, Results Oriented, Time Frame committed.

Able to work in a teamwork under high pressure possessing a high proven performance.

Leadership, Decision making, Communication and Listening Skills.

Profile

As a Senior of Human Resources responsible for recruiting, training, and performance. Seeks an opportunity where experience in staffing and developing with more knowledge-based on work, that people truly are a major source of competitive advantage. So the decisions are made upon the coordination of strategic plans and human resources needs like strategies of human resources planning, recruitment and selection, development, reward management, downsizing, proactive strategy or reactive workforce reduction and strategic of evaluation. Which will enhance the overall strategic plan and direction of an organization.

Experience

(Giza Industries Cables: from 2017 - Present)

April 2023—Present

Senior HR Specialist (Recruitment, Training and Performance Management)

- Achieved 30% more qualified candidates and 15% faster hiring. Developed talent pipeline for 20% more successful placements and lower costs.
- Developed and delivered recruitment training programs for hiring managers, enhancing their interviewing and assessment skills.
- Improved collaboration and satisfaction with managers.
- Strengthened employer brand.
- Implemented onboarding for engagement and retention.
- Successfully sourced and hired key talent for critical positions, contributing to the growth and expansion of the company.
- Promoted brand at events.
- Recognized for exceptional candidate experience.

December 2020—April 2023

HR Recruitment and Training Specialist

- Identify and assess future and current training needs through job analysis, career paths, annual performance appraisals and consultation with line managers.
- Draw an overall or individualized training and development plan that addresses needs and expectations
- Deploy a wide variety of training methods
- Conduct effective induction and orientation sessions
- Monitor and evaluate training program's effectiveness, success and ROI periodically and report on them
- Manage training budget
- Provide opportunities for ongoing development
- Resolve any specific problems and tailor training programs as necessary

Technical Skills

Recruiting Skills.

Align people development with strategy.

Practice learning, motivation and performance.

Assess needs for developing and training.

Practice performance management skills.

Analyze coaching role in learning and development.

Set plans for attraction initiatives and measure its impact.

Develop onboarding and talent mobility strategies.

Align talent management strategy with business needs.

Measure the impact of training on the organization.

- Maintain a keen understanding of training trends, developments and best practices
- Research, develop, and implement effective recruiting and staffing strategies to attract a diverse pool of qualified and capable talent for the organization.
- Employees' performance Management process. Mid-Year Evaluation, Probation Evaluation.
- Develop Performance Plans.
- Selection of Appropriate People.
- Plans for Development of Employees.
- Measurement of Performance.
- Design Compensation, Recognition and Reward System.
- Contributes in Developing good will. By performing the functions like creating good working environment, planning for performance, measuring performance, providing performance feedback, designing suitable compensation, recognition and reward system. the management helps in improvement of the performance as a whole
- Complete and Finalize ISO Processes.

June 2019—December 2020

Head of Telecom Department Assistant

- plus, the previous summary there was a lot of responsibilities added beside Like: managing the department staff, met and exceeded work targets, performing daily tasks and activities and Performing a job's standard duties.

October 2017—May 2019

Project Coordinator at Telecom Department

- Coordinate Between Sites and Head office, following their attendance for the whole dep. Managing and solving the problems. Attending and handling the meetings at Telecom Egypt

Education

February – 2024 (In-Progress)

The Advanced HR Diploma: People and Organizations – AUC School Of Business

September - 2016

B. Cs Degree of law - Helwan University Faculty of Law

May – 2022

Certificate of Achievement in Professional Human Resources Partner

December – 2021

Career Certificate in Human Resources Management– AUC.

August – 2021

The Foundation certificate in Human Resources Management - AUC.

