

Soliman Azab

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Name: Soliman Makal Soliman Azab
Birth date: 04/08/1981
Marital Status: Married
Nationality: Egyptian
Military service: Exempted
Address: Qalubiya – Egypt

Objectives:

Energetic Human Resources Manager with 15+ years of experience in, Personnel, recruitment, Performance Management, Employee On-Boarding, Employee Relation, Personnel and Payroll Administration, legal and governmental affairs and I Looking for a similar role or a step forward with enhanced responsibilities with a large-scale firm in Real Estate Sector.

Personal Skills:

Hard working with ability to work under pressure
Cooperative with the team work
Fidelio System Proficiency
Opera System Proficiency
Ability to work with great sense of responsibility
Ability to learn new concepts & skills quickly and efficiently
Confident, Positive attitude, Fast learner, hardworking, self-motivated

Education:

BA of Law – Banha University
Graduation Year: 2004

Training Record

HRMC Human Resources Management Certificate

CAME Center of Accounting & Managerial Expertise, Cairo, Egypt.

Course in Human Resources Management - ITEP Boston

Train The Trainer (TOT) - ITEP Boston

Soft skills, presentation skills - Waves academy

Recruitment workshop – Egyptian Chamber

Personnel Workshop - HCC

Payroll workshop - HCC

Experience Record

Cleopatra Group

HR Manager

Real Estate, Operation

CLEOPATRA HOTELS
& DEVELOPMENT
Co.

From 01/09/2022 **till** Now

Head count: 1200 Employees

Responsibilities:

- ♣ Manage the staffing process, including recruiting, interviewing, hiring and onboarding.
- ♣ Ensure job descriptions are up to date and compliant with all local.
- ♣ Develop training materials and performance management programs to help ensure employees understand their job responsibilities.
- ♣ Create a compensation strategy for all employees based on market research and pay surveys; keeps the strategy up to date.
- ♣ Investigate employee issues and conflicts and brings them to resolution.
- ♣ Ensure the organization's compliance with local.
- ♣ Use performance management tools to provide guidance and feedback to team.
- ♣ Ensure all company HR policies are applied consistently.
- ♣ Maintain company organization charts and employee directory.
- ♣ Partner with management to ensure strategic HR goals are aligned with business initiatives.
- ♣ Maintain HR systems and processes.
- ♣ Conduct performance and salary reviews.
- ♣ Provide support and guidance to HR staff.
- ♣ Analyze trends in compensation and benefits.
- ♣ Design and implement employee retention strategies.

SKY CTS

SKY Contracting &
Technical Services

LEEDS ECO Co.

LEEDS TFM Co.

DREXEL Oilfield
Equipment Co.

DREXEL Industrial Co.

SKY REAL ESTATE Co.

SKY HOSPITALTY Co.

WEST WING Co.

Group HR Section Head

Food & Beverage, Constructions, Facility management, Real Estate, Oil&
Gas, Operation

From 01/03/2018 till 30/09/2022

Head count: 1200 Employees

Responsibilities:

- ♣ Initiate and update market salary survey
- ♣ Finalize the monthly pay roll, attendance, change of status, deductions
- ♣ Update and prepare benefits and grading sheet
- ♣ Follow up the on-job training and cross training of all employees.
- ♣ Follow staff daily operation and daily issues.
- ♣ Update the staff benefit sheets: (Premium card, Value Card, Promotions)
- ♣ Update the manning guide of each outlet according to the operation peak and seasons.
- ♣ Managing the full end to end recruitment process
- ♣ Managing several teams to fulfill the internal and external clients' needs
- ♣ Prepare recruitment plans
- ♣ Offering advice to both clients and candidates on pay rates, training and career progression
- ♣ Visiting clients to build and develop relationships
- ♣ Setting KPIs and provide feedback to subordinates
- ♣ Managing the cost of the department in effective manner and demonstrate cost savings
- ♣ Ensure that vacancies filled in accordance with agreed deadlines and budgets
- ♣ Understanding of employment law and how it relates to recruitment
- ♣ Take part in interview process related to senior, supervisory and managerial levels
- ♣ Ensure that recruitment policies, procedures and techniques support the business objectives
- ♣ Review the issuance of offer letters to new hires
- ♣ Supervise the good keeping of recruitment records
- ♣ Recommend changes and development to processes and procedures to improve the efficiency of the department.
- ♣ Continually review operational practices to ensure best practice is delivered

Leeds Co.

HR, Personnel & Pay Roll Section Head

From 04/02/2017 till 30/06/2018

Headcount: 600 Employee

Responsibilities:

- ♣ Tracking and control contractors and sub-contractor manpower
- ♣ Maintain rules and regulations with governmental authorities
- ♣ prepare monthly pay roll
- ♣ Keep liaison with technical office and construction departments.
- ♣ Prepare daily report about attending and absenting.
- ♣ Do all necessary investigations in case that will correct workers' behavior.
- ♣ Oversee the Development plans of the workforce needs.
- ♣ Prepare recruitment plan.
- ♣ Conduct new comers' orientation and on-boarding process
- ♣ Prepare and send all social insurance forms
- ♣ Support in payroll monthly reports
- ♣ Prepare Labor certificates / Labor forms, Social insurance forms / Social insurance letters, Medical insurance Procedures
- ♣ Prepare all new hire documents (contract, code of contact)
- ♣ Organize the recruitment and selection process in order to achieve the Man Power Scheme
- ♣ Create and update job descriptions and job analysis
- ♣ Conduct reference checks
- ♣ Support in new employee orientation and on-boarding programs
- ♣ Implement performance appraisals plan
- ♣ Support supervisors and manager on 90-day evaluation
- ♣ Create Key performance Indicators based on the objectives in order to measure employee performance.

Al Batoul

Travel & Tourism

HR Administrator

From 01/09/2014 **till** 25/01/2017

Headcount: 30 – 50 Employee

Responsibilities:

- ♣ Prepare monthly and yearly statistics of guest and hotel nights
- ♣ Handle reports of guest lists with authorities.
- ♣ Prepare daily report about attending and absenteeism.
- ♣ Do all necessary investigations in case that will correct workers' behavior. ♣ Oversee the Development plans of the workforce needs.
- ♣ Prepare recruitment plan.
- ♣ Conduct new comers' orientation and on-boarding process
- ♣ Prepare and send all social insurance forms
- ♣ Support in payroll monthly reports
- ♣ Prepare Labor certificates / Labor forms, Social insurance forms / Social insurance letters, Medical insurance Procedures
- ♣ Prepare all new hire documents (contract, code of contact)

**Club Paradiso
Resort**

El Gouna

Governmental Affairs & HR Coordinator

From 10/12/2013 **till** 01/08/2014

Responsibilities:

- ♣ Organize the recruitment and selection process in order to achieve the Man Power Plan
- ♣ Maintain and update visas and residence of expatriates
- ♣ Create and update job descriptions and job analysis
- ♣ Conduct reference checks
- ♣ Support in new employee orientation and on-boarding programs
- ♣ Implement performance appraisal plan
- ♣ Support supervisors and manager on 90-day evaluation
- ♣ Create Key performance Indicators based on the objectives in order to measure employee performance.

Club Med

El Gouna

Governmental Affairs & HR Coordinator

From 26/12/2005 **till** 01/12/2013

Responsibilities:

- ♣ Organize the recruitment and selection process in order to achieve the Man Power Plan
- ♣ Maintain and update visas and residence of expatriates
- ♣ Source qualified candidate's accord to relevant job criteria
- ♣ Recruiting, recruiting firms.
- ♣ Recruitment of suitable blue-collar candidates.
- ♣ Maintain a recruitment database.
- ♣ Deal with all governmental regulations and procedures
- ♣ Obtain reference checks and process candidates.

I do hope my qualifications would meet your expectations

Soliman Azab