**Asser Hegazy**

Egypt. Cairo 00201110156777| ash.ash78@yahoo.com **|** [**linkedin.com/in/aser-hegazy**](https://www.linkedin.com/in/aser-hegazy-8302a945/)

Human Resources Professional with over 20 years of experience in HR Management & Public Relation experiences such as change management, employee relations, recruitment & selection, employee reward, policy & procedures and learning & development. As I possess a strong drive to my professional thrive, I have developed HR Business collaborating skills to mould and carry out human capital solutions that deliver both business and strategic goals

**EXPERIENCE**

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**Al Jazeera International Building Contracting - Sharjah, UAE**

*Public Relation Manager (PRO) & Human Resource Manager (HR) 2017 – Current*

* Performed research to uncover potential target areas, markets and industries.
* Maintains the work structure by updating job requirements and job descriptions for all positions.
* Maintains organization staff by establishing a recruiting, testing, and interviewing program; counselling managers on candidate selection; conducting and analyzing exit interviews, recommending changes.
* Arrange visas (work permit, visit visa etc.) for new staff and their family.
* Updating and maintaining the PRO database e.g. scanning of passports, labor contracts, labor cards, and visa details.
* Scanning of all Education Certificates onto PRO Database.
* Tracking of entry dates of new starters for visa purposes.
* Visiting various external departments like
* Embassies, Traffic, Etisalat, and Banks.
* Preparing and maintaining individual hardcopy HR records.
* Submit required documentation to the banks and process bank transactions as advised.
* Renew all company related licenses.

**ANC Contracting Company (Holdings) - Dubai, UAE**

*Public Relation Manager (PRO) & Human Resource Manager (HR) 2006 - 2017*

* Skilled in creating and developing HR related forms/tools and office administration system Knowledgeable of UAE Labor Law and Immigration rules.
* Experience in visa processing in Dubai’s TECOM-Free Zone and work with Embassies and Consulates for inbound visit/business visa applications and outbound visas such as GCC and Europe.
* Responsible for the smooth office operations and management on a daily basis.
* Organize files, labelling files, assure office supplies availability, and handle mail/courier process.
* Also performs other office services such as answering and transferring phone calls.
* Experience with basic booking such as finance work, sales report, petty cash etc.
* Strong knowledge in Microsoft Word, PowerPoint, Excel and Outlook.
* Prepares HR related letters such as certificates, NOCs, employment letter, employment contract, including warning letters to employees.
* Conducted resume screening, interview and orientation for new employees.
* Process legal papers of the company such as trade license, insurances including employee’s visa.
* Manage and assure employees file are well kept and maintain confidentiality.
* Handles payroll of Dubai and Australia employees and process salaries online.
* Established office administration system, employment process and employee trainings.
* Handle deliveries or courier process, monitor office supplies and purchase orders/items as per office need.
* Initiate employment visa processing, employee medical insurance and other legal registration.
* Process and conduct assessment with exit employees.
* Assist HR manager monitored employees contracts, labor cards, insurance expiration etc.
* Maintain an efficient & up-to-date confidential HR database for all employees handling 100 employees.

**Rotana Trading Company - Cairo, Egypt**

*Sales Executive 2003 - 2005*

* Dealing with the target clients and arranging appointments for meeting.
* Responsible for all the invoices distributions and collections.
* Proposing quotations with the corporate and individual clients

**Aladdin Bach Resort - Hurghada, Egypt**

*Night Manager 2001 – 2003*

* Handling guest inquires and complaints.
* Providing guest information about the hotel facilities, amenities and others.
* Updating the monthly statistical report as per require from Dubai municipality.
* Dealing with the walk in guest.
* Switch board operator, receiving incoming calls and transfer it to the distinct area.
* Safekeeping of lost and found items and properly turn over if the guests claim it.

**Dar Al Hilal Organization - Advertising & Commercial- Cairo, Egypt**

*Sales Representative 2001 –2002*

* Dealing with the target clients and arranging appointments for meeting.
* Responsible for all the invoices distributions and collections.
* Proposing quotations with the corporate and individual clients

**SKILLS**

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* Demonstrate a strong ability to analyze problems
* Promote harmony and teamwork, with natural leadership ability
* Establish strategic plans for future success
* Decision Making
* Traning and Development

**EDUCATION**

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**University of Business and International Studies** - **Geneva, Switzerland 2016**

(MBA) Master of Business Administration in Human Resources

**City of London College** *2015*

Diploma in Management Studies

***High Institute for Tourism* & *Hotels- 6th of October – Egypt*** *1996*

Bachelor of Tourism Management

**ADDTIONAL**

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* **Languages :** Arabic, Mother Tongue / English, Fluent
* **Valid Driving license UAE**