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| Objective.I am an ambitious person who likes to learn everything new in order to advance my job. I took many courses such as the role of preparing leaders, the role in quality management, and the role of structuring the facilitiesI was part of a team that set up the job structure of the company in addition to the functional descriptions of the group of companies and the development of their own policies and I can do to any institution was. Courses -The courses were in the company because of the existence of special management training, which took the following courses: HR field Quality Control Area Field of Audit |
| **Skills*** Problem Solving
* Hard Worker
* Team Player
* Analytical Thinking
* Excellent interpersonal communication and listening ability.
* Highly motivated.
* Very good MS Office User.
* High follow up skills.
* Very Good organization and ability to work under pressure and deadlines.
* Problem-solving skills.
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| **Experience****HR Deputy Head of Department*****Falcon Group International***  **Falcon Group**1/12/2009 - 9/2023* Support and advise Managers on proper policies and procedures
* Manage succession planning with senior managers during the bi-annual appraisal process
* Manage employee relations issues in the hotel in a confidential manner, including disciplinaries, grievances, and capability
* Ensure absence monitoring is in line with company guidelines
* Maintain online personnel system, payroll system, and monthly reporting
* Ensure recruitment and selection process is adhered to and ensure that appropriate immigration checks are carried out
* Assist in determining departmental training requirements
* Assist in the organisation of Team Member social events
* Promote and endorse staff benefits

   Provide counseling on policies and procedures.   Be actively involved in recruitment by preparing job descriptions, posting ads, and managing the hiring process.  Create and implement effective onboarding plans.  Develop training and development programs.  Assist in performance management processes.  Support the management of disciplinary and grievance issues.  Maintain employee records according to policy and legal requirements.  Review employment and working conditions to ensure legal compliance. Support the development and implementation of HR initiatives and systems.1\_ Digital Marketing, and I have a course affiliated with the Ministry of Communications in this specialty.2\_ Real estate marketing through social media, two years experience.3\_ Working on developing artificial intelligence and raising the quality of its response for two years, and working on projects related to chatbots and bots with pard.4\_ Working within a team that set policies and structures for a company with 20,000 employees.5\_ The ability to analyze data, and I have a role affiliated with the Egyptian Ministry of Communications, in the same field.6\_ An internal course in terms of quality and obtaining the ISO 9001 certificate.A course in internal auditing and raising the level of staff efficiency.Awards 2013 – Nomination of The ideal employee for the HR Department *Falcon Group International*EducationBachelor of LawsCairo UniversityGraduate Year: 2007Grade: Good |
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