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Objectives: -

I would bring a focus on quality and ease of control to your projects. Furthermore, I work well with others, like teamwork, easily adapted with new systems & regulations as a member of Project team. I would appreciate your keeping this inquiry confidential.

Education &courses: -

- Sohag University, Faculty of Commerce with a grade average of good. May, 2009
- Human resources diploma certified from IFTD, Wales International University and Canadian training center of human development.
- Accounting diploma certified from Cairo University and European university.
- ICDL authorized test center.
- Microsoft office Excel, word 2003, 2007
- English diploma from Microsoft.
- HR. skills like Time management, communication skills, presentation skills and planning.
- ISO 9001 - 18001 quality management system internal training.

Work Experience: -

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| • Centra Medical Supplies – Human Resource Manager | 2019 - current |
| • B&G for Apparel making and Textile printing- Senior HR generalist | 2016 - 2018 |
| • Kuwait public Transport Company- Human Resource Specialist | 2011 - 2016 |

Work responsibilities:

For benefits and compensation: -

- Preparation of monthly payroll.
- Administers benefits programs such as health insurances, vacation, sick leave, leave of absence and employee assistance.
- Design benefits programs using Grad systems.

For Personnel affairs: -

- Follow up the social insurance processes for staffing in the company (form 1,2 and 6)
- Keeping personal files in line with the company.
- Continue to work with government agencies and the office of label low, social insurance and medical insurance.
- Follow up the social insurance for company to driver or cars.
- Prepare reports for the company's employees to another department who need it.
- Responsible for making reports for Finance Dept. regarding (Social Insurance, Taxes, Checks of Health Insurance and payment).

For Recruitment: -

- Handle the recruitment process from building up pool of candidates, screening CV's, conducting interviews and tests, and handling the hiring and orientation procedures.
- Use interview skills for procedure interview with candidate.
- Determine jobs vacancy according to work force plan.
- Design work force plan.

Personnel Skills:

- Very good using computer (MS — web — presentation) ability to dealing with teamwork.
- Work under pressure.

HR Skills

- Make job description based on job analysis.
- Preparing training plan according to training need analysis.
- Knowledge label low, social insurance and medical insurance.
- Applying performance management system.
- Make salaries, payroll, benefits and Incentives.