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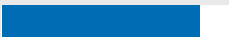
DUBAI, UAE

LANGUAGES

Arabic:



English



Career profile: -

Professional, People-First HR Resources Manager with 15 years of experience specializing in HR administration, employee relations, process improvement, and Payroll Administration. Strong background in overseeing HR business management functions and driving the implementation of HRIS technologies to enhance organizational effectiveness. Skilled public relation professional of experience in fostering positive relationships between Organizations. Profound understanding of the importance of good publicity, reputation management, to further my professional career with an Executive level Head of Personnel and Human Resources Department position in a world-class company. Seek to diversify my skills in the field of Human Resources Manager and as part of a larger Organization. Relocation desirable.

Education:

- **B.Sc. in Mass Communication, "Public Relation, Propaganda and Advertising (2004).**
Faculty of Arts Zagazig University.
- **Project: Grade: Excellent**
- **Professional Master degree in Business Administration**
From Brunel international collage (2023).

EXPERIENCE:

- **Head of Personnel and Human Resources Department (2019 - present)**
- **Nobaria Sugar and Refining Company in Egypt. (NSRC)**
 - Making files for Employees from the Beginning of the Appointments.
 - Insurance for Employees of Government Insurances.
 - Monitoring the Monthly Salaries of the Employees as Well as the Annual Bonus.
 - Preparing official Correspondence's to Other Organizations.
 - Committee Member and Responsible for Occupational Health and Safety for the Organization.
 - Maintaining personnel records like employment contracts.
 - Update internal databases with new hire information.
 - Gather payroll data like bank accounts and working days
 - Manage HR and administration activities.
 - Schedule job interviews and contact candidates as needed.
 - Prepare reports and presentations on HR-related metrics like total number of hires by department.
 - Respond to employees' questions about benefits (for example, number of vacation days they're eligible for.
 - Overseeing the office Management Function
 - Leading the HR department.

➤ PR Specialist:

(2012_ 2019)

- Nobaria Sugar and Refining Company in Egypt.

(NSRC. A Subsidiary of the Ministry of Co SAE)

- All about foreign experts (**flight _accommodation _pocket money – holidays –medical care**)
- Follow up timetable for coemption of business with related companies.
- Drafting correspondence in many Ministries, institutions.
- Represent the company in many ministries, institutions and companies (**Ministry of Environment – General Telecommunications Authority- EPA Investment – Misr Petroleum company -orange co. German Embassy – Turkish Embassy – Embassy of France- Embassy of the Kingdom of Saudi Arabia _Lebanon Embassy**)
- Receive and Respond to internal correspondence in the company with various departments.
- Do some recreational activities for staff (**long trips- short trips**) in addition to providing in -kind gifts on occasions such as Eid al -Adha and Eid al-Fitr.

➤ PR Specialist:

(2005_2009)

- Nobaria Sugar and Refining Company in Egypt.

(NSRC. A Subsidiary of the Ministry of Co SAE)

- Formulate and implement public relations communication planning plans.
- Formulate and implement PR strategies, be responsible for external media communication, media activities execution, analysis, and control of media communication effects.
- Coordinate and lead the scheduling and logistics of assigned projects such as conferences and events.
- Identify public relations requirements and possible audiences.

TRAININGS COURSES:

- Modern **Public Relations** Al-Ahram Organization.
- Training in Al-Ahram Organization Subscriptions, Dept.)
- English Studies division from (AUC) American University.
- Workshop on "**Salaries Professionalism**"
- Workshop on "**Practical Applications in Social Security**"
- Training program of Preparing Arab and international Advisors at **Investment Disputes, Banks Contracts, Intellectual, Property, Petroleum Contracts**, engineering arbitration and **FIDIC** Contracts. From Euro-Arab Trade Organization **2016**
- Training Program of preparation Arab and international advisors in the field of **investment disputes, contracts for banks, intellectual property, Arbitration engineering and petroleum contracts. (Plenary & Specialized Courses)** from European university. **2016**
- Training program in **arbitration in investment disputes and drafting legal contracts from the Training, Research and Studies Center of the General Secretariat of the Council** of Arab Economic Unity and the Geneva Center for International Arbitration **2016**
- Certificate of Achievement **Microsoft** partner Certified in Microsoft office User Specialist (**MOUS**) (**CORE**)
- Modern Trends Program for Public Relations from the Marketing and Advertising Research Center (**MARC**) Al-Ahram Foundation

CERTIFICATES & DIPLOMAS:

- Professional **HR Diploma**. From **KHDA, Dubai**.
- Digital Transformation Certificate from Cairo University **2022**
- Diploma in **international Commercial Arbitration**
- Certificate in **Human Resources Management** from British Foundation
- British Foundation Membership (**Human Resources Specialist**)
- Certificate in **International Arbitration** from the Geneva International Center for International Arbitration.
- ☐ Preparation & Development of the Managers.
- ☐ Advanced Excel, Power bi and Tableau App.
- ☐ **Digital Transformation** certificate from **Cairo University**
- ☐ **Strategies** for occupational safety and health, securing the work environment, and reducing fire risks.
- ☐ **Strategic Planning** process and **Business Development** from **Ain Shams University**
- **Life coach Diploma**
Experience certificate from **Nobaria Sugar and Refining Company** in Egypt.

COMPUTER COMPETENCIES::

- Advance Excel +HR Excel
- Proficient in **Microsoft Office** (Excel _ Word _ Power Point _ Accesses) program software.
- **VLOOKUP**, Data if Intl. Network days, Count if, Sum ifs Dashboard HR
- **HRIS** Administration,
- Payroll Software, **ADP** Software.

SKILLS:

- Human Resources Management.
- Employee Selection & Development.
- Change Management.
- Organizational Development.
- Payroll Administration.
- Salary Negotiations.
- Workers' Compensation.
- Learning and Development.
- Cross-Functional Leadership.
- Performance Management.
- Developing Training Programs.
- Expertise in effective communicator with good leadership, people management, relationship management and coordination skills. Ability to think and contribute ideas towards achieving strong corporate image and operational excellence.
- Excellent Converse in a professional manner through verbal and written English.



References are available upon request.