

EZZELDIN SHOKRY ATTIYA



Mobile:
00971-055-2613055

E-Mail:
ezz999ezz@yahoo.com

Personal Detail:

Gender : Male
Nationality : Egyptian
Marital Status: Married
Languages Known:
English, Arabic

Interests and Hobbies:

Community Service,
volunteer work
♦ Reading professional
and self development
literature
♦ General knowledge
and keeping abreast
current affairs

Preferences:

Available upon request

CAREER OBJECTIVE

Accomplished, result oriented professional with **20** years of work experience focused on Technology, Telecommunication, Information, HR and Services. Experienced in administration, customer service, management, excellent communication teamwork and networking skills. High caliber presenter, public speaker and negotiator. Innovative individual, with a demonstrated ability to proactively identify and resolve problems.

WORK EXPERIENCE:

Al Shola Private School:

08/2018 – Current

HR Manager :

- Working closely with other departments, increasingly acting as a consultancy professional, and assisting the line managers in understanding and implementing procedures and policies.
- Promoting diversity and quality as part of organization's culture.
- Recruiting staff which includes creating and developing job descriptions, providing support in preparing advertisements, screening application forms, short-listing the candidates, interviewing and selecting them.
- Developing HR policies on issues like working conditions, equal opportunities, performance, management, absence management, and disciplinary procedures.
- Advising on pay including employee benefits and promotion and other issues on remuneration.
- Undertaking usual salary reviews, negotiating on issues regarding pay and conditions with staff and representatives.

Orion Contracting Company:

06/2016 – 08/2018

HR Manager:

- Monitor and manage all of Orion companies (10 companies).
- Follow-up HR staff and the division of work among them (9) Staff .
- For the company the ISO certificate.
- Overall 1400 employee.
- Developing and administering human resources plans and procedures that relate to company personnel
- Planning, organizing, and controlling the activities and actions of the HR department
- Contributing to the development of HR department goals, objectives, and systems
- Implementing and revising a company's compensation program
- Creating and revising job descriptions
- Conducting annual salary surveys
- Developing, analyzing, and updating the company's salary budget
- Developing, analyzing and updating the company's evaluation program
- Developing, revising, and recommending personnel policies and procedures
- Maintaining and revising the company's handbook on policies and procedures
- Performing benefits administration
- Maintaining affirmative action programs
- Overseeing recruitment efforts for all personnel, including writing and placing job ads, Overseeing exit interviews.
- Conducting new employee orientations and employee relations counseling
- Maintaining department records and reports
- Participating in administrative staff meetings
- Maintaining company directory and other organizational charts
- Recommending new policies, approaches, and procedures

HR Asst. Manager :

- Administering payroll system and maintaining staff related records. Ensuring that department managers receive an accurate and timely assistance in response to particular queries related to HR policies or other aspects of employment legislation.
- Developing HR strategic plans with line managers, in terms of skill and number levels in considerations with long-term and immediate staff requirements.
- Listening to grievances of employees and implementing appropriate disciplinary procedures.
- Planning and delivering training occasionally, including induction programs for new hires.
- Advising management on career development, work matters, industrial matters, and personal problems.
- Preparing advertisement and notices for vacant positions in the organization.

HR Officer**Responsibilities of human resources**

- Preparing Annual Leave Settlement whose are applying annual leave.
- Preparing Final settlement at the time of Resignation / Termination.
- Prepay roll run for every month.
- Printings pay slip and distribute to concern department.
- Employee job details and personal details updating in oracle.
- Employee transfer / promotion updating with necessary changes in oracle.
- Checking Time Sheet for all employees with branches at the time of payroll process.
- Monitoring & maintains Overtime hours on daily basis.
- Preparing Leave request form in oracle.
- Preparing Experience certificate.
- Preparing Warning letter.
- Preparing Salary certificate.
- Preparing Resignation Acceptance letter.
- Taking all reports.
- Maintaining elements for processing payroll (Rejoining, Overtime, Incentive, Medical Certificate, Attendance Ratification, final settlement, annual leave settlement, outstanding balance, transfer, promotion etc... in Ms-Excel.)
- Preparing Employment Contract of New joiners.

Correspondence pertaining to employee bank account opening, information about employees last working day in case of resignation / termination

Administrative Director

- Overall responsibility for managing the office of products.
- Participate in the strategic planning
- Responsible for achieving sales target..
- Generate and analyze reports.
- Assist in developing the monthly/annual sales plan
- Assist in providing weekly/monthly communication with core retailers /planners regarding actual vs. planned inventory and business forecasts.
- Evaluate key metrics relating to the areas of performance.

- Stay up to date on market trends, read relevant trade publications, attend trade shows when appropriate.
- Act as liaison with central marketing organization and other departments mitigated client complaints, queries and ensured follow-up to resolve them.

Lotus Trade International co

2000 - 2008

Sales/Purchasing Coordinator – HR Officer

- Responsible for making invoices, quotations and purchase orders
- Acting as a sales person and meeting suppliers for discussions
- Responsible for all the work in the office such as answering telephone calls, clerical works, sales, looking for suppliers and clients import/export
- Responsible for getting the products of what the clients wants via Internet, local or import by telephone directories and any possible source
- Coordinating and negotiating with the suppliers
- Coordinates with the promos about sales condition and supervising them on how to make the sales.
- Arranging displays and preparing promotional items.
- Responsible for making daily and monthly sales report.
- Responsible for damage items sent by the costumers.
- Responsible for inventory and coordinating outside with sales lady in the malls.
- Responsible for making the barcode and price
- Receives order via telephone, enters information into the computer system or manual orders. May give information over the telephone to costumer
- promoting equality and diversity as part of the culture of the organization;
- advising on pay and other remuneration issues, including promotion and benefits;
- undertaking regular salary reviews;
- negotiating with staff and their representatives on issues relating to pay and conditions.

Courses :

- (CHRM) from The Knowledge and Human Development – Dubai.
- (ICHRM) from oxford training centre.

COMPUTER PROFICIENCY

Proficient in Windows 8.1 Microsoft Office (Word, Excel, PowerPoint), Net Surfing,

- UAE Driving license start 2002.

COMPETENCIES

Effective organizational and inter personal skills, Capable of working under pressure in a fast paced environment and setting clear goal for each project, Provide quality customer service, Establishing good customer rapport, Hard working and goal oriented with a passion in dealing with people, Very optimistic in dealing with life and enthusiastic in learning things, Intellect, Vision, Focus, charisma, Poise and Passion, Strategic Thinker.

ACADEMIC RECORD

- Cairo Institute of Business Management 1995 – 1999
Bachelor Degree in Business Administration

Business Administration	Business Law	Computer Packages
Commerce	Book keeping	Data entry
Business Accounts	Office Practice	Cashiering

DECLARATION

I confirm that the information provided by me is true and complete to the best of my knowledge and belief.

Ezzeldin