



Ayman Hamdy, Specialist Human Resources

- Ensure accurate maintenance of all employee records and files (e.g., interview documents, I-9's, reference checks, applicant self-identification forms, department orientation check list).

PROFILE

Finding a job or internship where my diverse set of skills, which I have gained from extracurricular activities and my previous work experience, can be applied and developed, and where they can be put to use in order to develop the firm or enterprise that would accept me.

EMPLOYMENT HISTORY

Human Resources Coordinator , The Westin golf & resort Cairo

Jan 2020 — Present , Cairo

Specialist Human Resources , Le Meridien Heliopolis hotel

Jan 2018 — Jan 2020, Cairo

Recruitment - Programs and Strategies

- Monitor all hiring and recruitment processes for compliance with all local, and company policies and standards.

Hiring - Applications

- Assist employees with internal and external transfer requests and procedures.

Monitor and assist managers/supervisors with hiring processes and issues.

Hiring - Prescreen and Interviewing

- Coordinate and conduct applicant reference checks, background checks, in accordance with company procedures.

- Maintain applicant flow, orientation and transfer request logs.

Hiring - Offers

- Communicate to all applicants receiving a job offer the necessary documentation required to bring on first day of employment in order to complete employment verification forms.

Hiring - New Employees

- Create and maintain new hire files and enter them into PeopleSoft.
- Create new employee personnel file.
- Assist with orientation of new employees.
- Train new hires on Human Resources processes, programs, policies, information systems, etc.

Compensation

- Support processing and maintenance of payroll records in accordance with policies and procedures, as necessary.

Administration

- Maintain confidentiality and security of employee and property records, files, and information.

DETAILS

LINKS

[Linkedin](#)

SKILLS

Microsoft Office Suite

Internet Research

Communication and Presentation

Leadership and Teamwork

Charismatic Ability to Work
in a Multidisciplinary
Environment

LANGUAGES

English Arabic

HOBBIES

PlayFootball,PlayMusic
, Listen Music

- Answer phone calls and record messages.
- Create and type office correspondence using computer.
- Create and maintain filing systems.
- Generate Human Resources data reports as required or as requested.
- Serve as Human Resources subject matter expert and participate on project teams.

Communications and Relations

- Respond to questions, requests, and concerns from employees and management regarding company and Human Resources programs, policies and guidelines.
- Inform Human Resources management of issues related to employee relations within the division or property.
- Post all necessary legal or regulatory notices related to Human Resources in view of all employees as required by law.
- Assist and support management and the leadership team with handling and resolving Human Resources issues.

Policies and Procedures

- Maintain confidentiality of proprietary materials and information.
- Follow company and department policies and procedures.
- Protect the privacy and security of guests and coworkers.
- Ensure uniform, nametags, and personal appearance are clean, hygienic, professional and in compliance with company policies and procedures.
- Perform other reasonable job duties as requested by Supervisors.

Communication

- Talk with and listen to other employees to effectively exchange information.
- Speak to guests and co-workers using clear, appropriate and professional language.
- Discuss work topics, activities, or problems with coworkers, supervisors, or managers discreetly and quietly, avoiding public areas of the property.
- Answer telephones using appropriate etiquette including answering the phone within 3 rings, answering with a smile in one's voice, using the callers' name, transferring calls to appropriate person/department, requesting permission before placing the caller on hold, taking and relaying messages, and allowing the caller to end the call.
- Prepare and review written documents (e.g., daily logs, business letters, memoranda, reports), including proofreading and editing written information to ensure accuracy and completeness.

Assists Management

- Assist management in screening resumes, conducting interviews and selecting new hourly hires using selection tools and systems.

Working with Others

- Support all co-workers and treat them with dignity and respect.
- Handle sensitive issues with employees and/or guests with tact, respect, diplomacy, and confidentiality.
- Develop and maintain positive and productive working relationships with other employees and departments.
- Actively listen to and consider the concerns of other employees, responding appropriately and effectively.

- Partner with and assist others to promote an environment of teamwork and achieve common goals.

Operation Officer, VFS Global Visa Application Center

Jun 2019 — Sep 2017, Giza

-Work on all required documents to let the applicant get the visa and send the whole documents with all passport to embassy by using DHL.

Account Ad visor English Account , Raya Contact Center

Dec 2015 — Jun 2016, Cairo

-Handling all the customer calls all inquires.

-Make customer satisfaction .

EDUCATION

Makrizy Languages School , Good

1995 — Jul 2007, Cairo

Modern Academy , Good

Jul 2007 — Jun 2016, Cairo

Major in BSc Management Information system

COURSES

PHRI (Hr Professional Diploma), Egyptian Chamber For Human Resources

Jan 2018 — Jun 2018

SPHRI (Hr Advance Diploma), Egyptian Chamber For Human Resources

Jun 2018 — Dec 2018

REFERENCES

Eman El Tanani, Le Meridien Heliopolis Hotel

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