



Zeinab Abd el Razek Metwally

Haram - Giza

Career Summary:

Energetic Human Resources Specialist, with more than 3 years of experience in HR Focuses on developing efficient processes using knowledge of Personnel, Recruiting, Performance management, Payroll, OD, with administration of HR for a big-sized retail company.

Education:



Bachelor of Laws, Cairo University, 2011.

Diploma in Law, Cairo University, 2013.

Diploma in Criminal Sciences, Cairo University, 2015.

Experience:



- **1 year** of Experience as **HR Supervisor @Kazyon (Retail)** From **Jan 2019** till **now**.
- Participating in the development of company policies.
- Preparation of actual force reports per department as well as departmental staffing requirements in accordance with the previously established plan.
- Preparation of performance assessment reports as well as preparation of annual growth rate according to performance evaluation.
- Development of plans and distribution of work functions within the Department and follow-up to their implementation.
- Follow-up medical insurance from signing the contract and even the insurance for all employees.

- **2 years** of Experience as **payroll Specialist @Kazvon (Retail)** From **Jan 2018** till **now**.
- Monthly payroll preparation for more than 1,500 employees.
- Submit salary PS for each employee on his/her email.
- Dealing with banks to open accounts for each employee.
- Preparation of salary analysis and tax settlement reports.
- **2 years** of Experience as **Personnel Specialist @Kazvon (Retail)** From **November 2015** to **December 2017**.
- Run monthly report transaction "monthly effects" to send it to Compensation department "Absences, Penalties and Sick leave "to update the payroll system with the daily salary transactions.
- Preparing the social insurance sheets (form 1# - form 6# - form 2#) with the labor offices issues to avoid Any penalties could be against the company policies & procedures.
- Follow-up on each employee's annual leave, sick leave and send them containing remaining balances.
- Handling the process of termination, resignations, and following that issues with the governmental offices.
- Receive employees' registration via finger prints on the system and create report.
- Handling HR related investigations.
- Provide customer service to all departments and employees for all personnel and related inquiries.
- Keeping all the personnel files updated and following up the new-hired documents to be completed.
- On boarding of employees and conducting new employee orientations, opening bank accounts.
- Handling legal cases from HR stand point and Complaints.
- Track employees' absences (regular/ irregular), and send legal warnings accordingly.
- Keeping records of active employees and leavers data base.
- Assist in recruitment process, interviewing and creating pipeline for future vacancies
- Follows up on contracts renewal.



- **1 year** of Experience as **Recruitment Coordinator @El Ashraf (Real state)** From **Oct 2014** till **Nov 2015**.

- Implements Recruitment and Selection programs, plans, policies and procedures especially for **Blue collars**.
- Prepare job advertisements for the vacant positions by using all the necessary sourcing channels to meet the recruitment needs (Freelancer Recruiters, Employment fairs, Social media, Recruitment websites, Internal Sourcing, Head-hunt, Job advertisements, Recruitment agencies. Etc.)
- Gather CVs from the different sources and filter them, Conduct HR interviews to filter the candidates before sending them to the technical interview.
- Interviewing Leavers to analyze the reasons for enhancing our future opportunities.
- Performance Management including measuring performance, processing performance appraisals cycles, mentoring development/improvement plans and ensuring calibration.
- Employee Relations: handling complex ER cases including disciplinary and grievance cases.
- Answering employee requests and questions, assisting with new employee hiring processes
- Assisting with the performance review and termination processes, assisting with the recruitment processes
- Developing and maintaining relationships with college and university placement offices.
- Working alongside employment agencies and search firms.
- Scheduling and attending Job fairs as to generate qualified applicants.

Achievements:

- **Zeroo Cash.**
- **Convert the company's data from manual data to system (Odoo).**
- **Implement the attendance process for more than 1,000 employees manually within two days every month. Which mean that I can work under pressure and adabt with work load.**

Training & Courses:

- **Payroll** workshop from **HCC**, Human Capital Community.(2018)
- **HR Diploma** from **Egy Cham & Ain Shams University**. (35 hours) (2017)
- **Advanced Excel** From **HCC**. (2017)
- **General English** course from **Berlitz** languages center. (2017)
- **Personnel** workshop from **HCC**, Human Capital Community . (2016)
- **ICDL** Certificate at **Cairo University**. (2012)

Skills:

- **Language skills:** Arabic Mother Tongue, English Good.
- **Computer skills:** Perfect knowledge of a variety of computer software applications, especially Microsoft office
- **Personal skills:** Work effectively both as team member and independently, HR Ethics, Problem Solving, Motivating, developing, directing people, communicating effectively.

Additional data:

- **Date of birth** September 17, 1990
- **Marital status** Single