

Eslam Arafa Salem



PERSONAL INFORMATION:

Date of Birth: 8 Sep 1990.

Gender: Male.

Marital Status: (Single)

Nationality: Egyptian.

Military Service: Exempt.

Address: 6 Al Basma St, from Al Mashrbia St, Al Haram, Giza, Egypt.

EDUCATION:

Bachelor of law, Ain Shams University Fair Grade (2013)

Summary:

Highly Effective Human Resources Manager with over 8 years of experience specializing in establishing productive business relationships and resolving critical human capital business issues.

Offering an array of skills in accurate employee job performance assessment, recommending and implementing action plan strategies to meet HR needs, interdepartmental coordination, consultative relationship building, coaching, training, communication and schedule planning.

Proven ability to successfully multi-task in a dynamic, fast-paced environment while meeting all deadlines.

Work EXPERIENCE:

● HR Manager. (14th of March 2019 – Present)

Egypt Power Group

Job Description:

- Maintains the work structure by updating job requirements and job descriptions for all positions.
- Maintains organization staff by establishing a recruiting, testing, and interviewing program; counseling managers on candidate selection; conducting and analyzing exit interviews; recommending changes.
- Prepares employees for assignments by establishing and conducting orientation and training programs.
- Maintains a pay plan by conducting periodic pay surveys; scheduling and conducting job evaluations; preparing pay budgets; monitoring and scheduling individual pay actions; recommending, planning, and implementing pay structure revisions.
- Ensures planning, monitoring, and appraisal of employee work results by training managers to coach and discipline employees; scheduling management conferences with employees; hearing and resolving employee grievances; counseling employees and supervisors.
- Maintains employee benefits programs and informs employees of benefits by studying and assessing benefit needs and trends; recommending benefit programs to management; directing the processing of benefit claims; obtaining and evaluating benefit contract bids; awarding benefit contracts; designing and conducting educational programs on benefit programs.
- Ensures legal compliance by monitoring and implementing applicable human resource federal and state requirements; conducting investigations; maintaining records; representing the organization at hearings.
- Maintains management guidelines by preparing, updating, and recommending human resource policies and procedures.
- Maintains historical human resource records by designing a filing and retrieval system; keeping past and current records.

- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
- Completes human resource operational requirements by scheduling and assigning employees; following up on work results.
- Maintains human resource staff by recruiting, selecting, orienting, and training employees.
- Maintains human resource staff job results by counseling and disciplining
- Employees planning, monitoring, and appraising job results.
- Employees planning, monitoring, and appraising job results.

• **HR Manager. (Sep 2018 – Feb 2019)** **Top Shop Egypt**

Job Description:

- Maintains the work structure by updating job requirements and job descriptions for all positions.
- Maintains organization staff by establishing a recruiting, testing, and interviewing program; counseling managers on candidate selection; conducting and analyzing exit interviews; recommending changes.
- Prepares employees for assignments by establishing and conducting orientation and training programs.
-
- Maintains a pay plan by conducting periodic pay surveys; scheduling and conducting job evaluations; preparing pay budgets; monitoring and scheduling individual pay actions; recommending, planning, and implementing pay structure revisions.
- Ensures planning, monitoring, and appraisal of employee work results by training managers to coach and discipline employees; scheduling management conferences with employees; hearing and resolving employee grievances; counseling employees and supervisors.
- Maintains employee benefits programs and informs employees of benefits by studying and assessing benefit needs and trends; recommending benefit programs to management; directing the processing of benefit claims; obtaining and evaluating benefit contract bids; awarding benefit contracts; designing and conducting educational programs on benefit programs.

- Ensures legal compliance by monitoring and implementing applicable human resource federal and state requirements; conducting investigations; maintaining records; representing the organization at hearings.
 - Maintains management guidelines by preparing, updating, and recommending human resource policies and procedures.
 - Maintains historical human resource records by designing a filing and retrieval system; keeping past and current records.
 - Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
 - Completes human resource operational requirements by scheduling and assigning employees; following up on work results.
 - Maintains human resource staff by recruiting, selecting, orienting, and training employees.
 - Maintains human resource staff job results by counseling and disciplining employees; planning, monitoring, and appraising job results.
-

● **HR Manager. (Mar 2018 – Sep 2018)**
Othman Tantawy Law Office (collection Agency)

Job Description:

- Maintains the work structure by updating job requirements and job descriptions for all positions.
- Maintains organization staff by establishing a recruiting, testing, and interviewing program; counseling managers on candidate selection; conducting and analyzing exit interviews; recommending changes.
- Prepares employees for assignments by establishing and conducting orientation and training programs.
- Maintains a pay plan by conducting periodic pay surveys; scheduling and conducting job evaluations; preparing pay budgets; monitoring and scheduling individual pay actions; recommending, planning, and implementing pay structure revisions.
- Ensures planning, monitoring, and appraisal of employee work results by training managers to coach and discipline employees; scheduling

management conferences with employees; hearing and resolving employee grievances; counseling employees and supervisors.

- Maintains employee benefits programs and informs employees of benefits by studying and assessing benefit needs and trends; recommending benefit programs to management; directing the processing of benefit claims; obtaining and evaluating benefit contract bids; awarding benefit contracts; designing and conducting educational programs on benefit programs.
 - Ensures legal compliance by monitoring and implementing applicable human resource federal and state requirements; conducting investigations; maintaining records; representing the organization at hearings.
 - Maintains management guidelines by preparing, updating, and recommending human resource policies and procedures.
 - Maintains historical human resource records by designing a filing and retrieval system; keeping past and current records.
 - Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
 - Completes human resource operational requirements by scheduling and assigning employees; following up on work results.
 - Maintains human resource staff by recruiting, selecting, orienting, and training employees.
 - Maintains human resource staff job results by counseling and disciplining employees; planning, monitoring, and appraising job results.
-

● **HR Generalist. (JAN2017 – Feb2018)**

AI Fostat Contracting.

- **Job Description:**

- Participates in developing department goals, objectives and systems.
- Develops human resources solutions by collecting and analyzing information; recommending courses of action.
- Prepares reports by collecting, analyzing, and summarizing data and trends.
- Administers the Training program, monitors the performance evaluation program and revises as necessary.
- Administer compensation and benefit plans.

- ☐ Conducts employee onboarding and helps plan training & development
 - ☐ Maintains employee files and records in electronic and paper form
 - ☐ Assists in talent acquisition and recruitment processes.
 - ☐ Provides support to employees in various HR related topics such as leaves, compensation etc. and resolves issues and problems.
 - ☐ Ensures payroll functions are managed in a timely and accurately manner.
 - ☐ Develops in depth understanding of Payroll Database to create reports on demand.
 - ☐ Protects organization's value by keeping information confidential.
 - ☐ Other duties as assigned.
-

● **HR specialist. (JUN2013 – NOV2016)**

Al Fostat Contracting.

Job Description:

- Recruitment and interviewing
- Handling employee files (payroll, social insurance, work related documents etc...)
- Coordinating any problems/disputes between employees
- Organizing employee incentive programs
- Liaising between different departments of the firm, admin team, and managers

● **HR Coordinator. (SEP2010 – DEC2012)**

Design community furniture.

● **HR Admin. (JUN2008 – AUG2010)**

Heteba for Heavy equipment

● **HR Coordinator. (OCT2007 – May2008)**

Carrier Corporation for Air Conditioner.

- **HR Freelancer (NOV 2016 TO Present) More Than 12 Project. for Example:**

- **Willy`s kitchen. (Recruiter)**

Blue collars Crew – Social Media Specialist.

- **Khaled Pastry. (Restructure)**

- **Jungle Real estate. (Recruiter)**

Seniors Digital Marketing Specialist.

- **Express 4 IT. (Recruiter)**

WordPress Developers – IOS Developers – Android Developers - Node JS Developers -. Net Developers.

- **Kompass Key Contracting. (Recruiter)**

HSE Fire Fighting Engineer.

SKILLS:

Language

Arabic (mother Tongue) – V.Good in English

Computer knowledge:

Word, Excel, Outlook, PowerPoint, Visio,

TRAINING:

- 1-** Advanced Human resources management Diploma.
EgyCham Academy for Human Resources Training
- 2-** Advanced HRCI Diploma CERTIFICATE.
HRCI approved provider by Egycham (American certificate)
- 3-** Human resources management Diploma.
EgyCham Academy for Human Resources Training
- 4-** HRCI Diploma CERTIFICATE.
HRCI approved provider by Egycham (American certificate)
- 5-** Human Resources Management Diploma.
Ain shams university
- 6-** International Arbitration cycle.
International arbitration cycle of the Egyptian Bar Association.
- 7-** Arab center for training firm.
Holds a certificate of training in oral and written arguments of Arab center
For training firm.
- 8-** Hold a human development course from Cambridge training center
(Presentation Skills - Time Management - Leadership - Team Work -
Communication Skills - Building a career)

9- Two diplomas from the Canadian of NLP of Dr. Ibrahim al-Feki.

First Diploma: Administrative Development

Customer Service.

Strategic Marketing.

Electronic marketing.

Sales of modern.

Effective management for working.

□ Second Diploma: Human Development

The power of self-control.

The art of effective communication.

Strategic Planning.

How to identify and achieve goals.