

# Doaa Omar

**Address :** Massaken Sheraton –Masr El Gideda



## Objective

Seeking a position in a growing company - that will allow me to utilize my knowledge and will also give me the opportunity to further learn as well as grow.

## Education

Bachelor of: Media and Communication Arts University October June -2008

General Grad: Fair

## Course

- JOBMASTER
  - ✓ Performance Management, Appraisal, and KPIS
- EGYCHAM
  - ✓ Human Resources Management Diploma
- Canadian Chamber of Commerce
  - ✓ International human Resources Diploma
- LEADERS
  - ✓ Advanced Excel for HR Professionals

## Experience

**Editor and writing art News at Al Badeel Magazine One year.**

- **Administration at Al Ghad Al Arabi TV from 2013 till 2014**

### **Duties:**

- Assist Office Manager with inventory of office supplies.
- Handling correspondence.
- Implementing new procedures and administrative systems.
- Liaising with relevant organizations.
- Organizing and servicing meetings (producing agendas and taking minutes)
- Managing databases

- **HR assistant at Al Ghad Al Arabi TV from 2015 till now**

**Duties and Responsibilities: -**

- Participate in development of HR objectives and systems, including metrics, queries, and standard reports for ongoing company requirements
- Ensure legal compliance of HR state and applicable employment laws, and update policies and/or procedures as required.
- Prepare paperwork, schedule, and facilitate smooth new hire onboarding process, coordinating with cross-functional departments to deliver an exceptional first-day experience.
- Handle all administrative tasks for onboarding, new hire orientation, and exit interviews, including entering data into HR information systems and auditing for accuracy and compliance.
- Provide an effective and dedicated HR advisory service to employees in relation to absence and health issues, conduct and capability, grievance matters, organizational change, and all other employee-relations matters.
- the primary backup for payroll processing, including bi-weekly and semi-monthly updates to employee files, bonus/incentive pay, tracking vacation/sick pay, importing expense reimbursements, inputting exceptions, hourly employee validations, and benefit changes.
- Assist in the communication, interpretation, and upkeep of employee handbook, employee directory, and organizational chart, and the development of policies.

**Highlights**

- Having Training course in English And Computer at Defense Language Institute (DLI).

**Knowledge and skills**

- Windows applications, MS Office applications & Internet browsers.
- Communication
- Administrative expert. Administrative tasks remain a major part of the HR role
- HRM knowledge and expertise
- Proactivity
- Advising
- Coaching
- Knowledge of Current Labor Laws and Regulations

### **Language Skills**

- Arabic: Native speaker.
- English: Good (Spoken, read & written)

### **Personal Data**

- Date of Birth: 17 June 1981
- Place of Birth: Egypt – Cairo
- Nationality: Egyptian

### **References**

- Furnished upon request.