

Shereen Ahmed Fadel
Deputy Human Resource
Manager



Contact:

Address: Nasr City, Cairo,

Date of Birth: 8-8-1989

Professional Summary

Business Developer , Outstanding Leadership skills to motivate terms of professionals to meet and exceed business goals, Excellent communication and interpersonal skills that are leveraged to build effective corporate cultures and strong performance results . Strong analytical and problem-solving skills.

Seeks to develop my career path in a fast & professional environment, and is currently looking for a company that values passion, positivity, integrity and hard work.

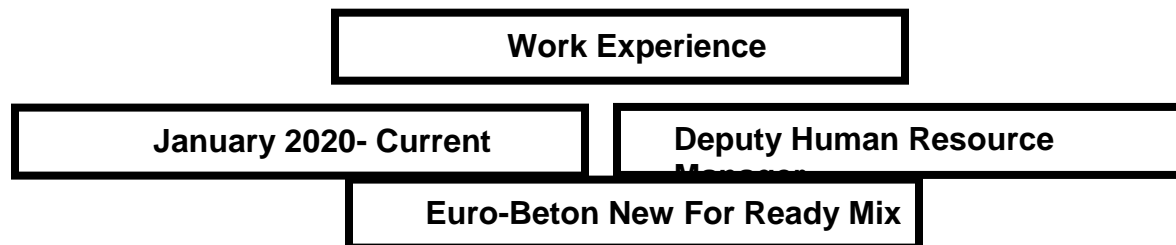
Educatio

- **Bachelor of English Commerce ,Business Administration University: Modern Academy in Maadi- Cairo 2006-2010 Grade: Excellent. Graduation Project Grade: Excellent.**
- **MBA International Business Management- Current Date From: Sadat Academy Maadi- Cairo.**
- **Certified HRCI Professional in Human Resources (PHR)(Professional & Advanced Human Resource Management)-Current Date. From: Egyptian Chamber of Human Resources, Nasr City, Cairo.**
- **Diploma in Human Resources Management (2009) YAT.**

Skills and Qualifications

Technical and Computer Skills	Language Skills
HRIS (Human Resource Information system)	Mother Tongue : Arabic
Microsoft Office (Word –Excel –Power Point)	Other : English Spoken & Written
Budgeting	

Personal Skills	
Learning and Development	Team Leader & Collaboration
Decision Maker	People Development
Proactivity & Motivating	Time Management
Coaching & Advisor	Managing & Resource Planning
Beneficiary Orientation	Communication skills
Social Responsibility	Networking



- Manage and participate in the development and implementation of goals, objectives, policies and priorities for assigned programs.
- Recommend and administer policies and procedures; interpret and apply policies, procedures, rules, and laws in a fair, equitable, and consistent manner.
- Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend, within departmental policy, appropriate service and staffing levels.
- Plan, direct, coordinate and review the work plan for human resources staff; assign work activities, projects and programs; review and evaluate work products, methods and procedures; meet with staff to identify and resolve problems.
- Provide direction and advice as needed; ensure Euro-Beton compliance with all personnel rules and regulations.
- Oversee recruitment, interviewing, testing, and selection processes.
- Administer employee benefits including medical, retirement; oversee processing of payroll.
- Investigate informal and formal complaints of harassment, discrimination, and violations of human resources laws and policies; seek resolution of complaints.
- Prepare and review a variety of staff reports, forms, memos and correspondence; ensure accuracy and compliance with applicable laws and regulations; distribute documents to appropriate staff.
- Select, train, motivate and evaluate human resources personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.

- Oversee and participate in the development and administration of the division's annual budget.
- Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of human resources management.
- Perform related duties as required.

January 2019- December 2019

Recruitment Section Head

Euro-Beton New For Ready Mix

- Updating current and designing new recruiting procedures & Keeping track of recruiting metrics.
- Implement new sourcing methods.
- Research and choose job advertising options.
- Attend Technical interview to add new interviewing techniques.
- Coordinate with department managers to forecast future hiring needs.
- Participate in job fairs and career events.
- Build the company's professional network through relationships with HR professionals, colleges and other partners.
- Monitored social media and online sources for industry trends.
- Worked with Top Management to resolve problems, improve operations and provide exceptional customer service.

October 2017 – December 2018

Human Resource Generalist

Euro-Beton New For Ready Mix

- Reviewed job applications to identify, vet and recommend optimal candidates.
- Developed company personnel policies, standard operating procedures and employee handbooks.
- Communicated with potential hires to provide clarity on expected tasks, compensation and policies, Managed employee rewards programs.
- Maintained thorough understanding and knowledge of current hiring practices, recruitment strategies and staffing industry trends.
- Developed and built internal and external relationships with project teams, department managers and consultant teams to improve delivery of HR services.
- Presented advice, coaching and counsel to managers and staff regarding human resources policies, procedures, programs and labor relations.

- Developed and administered employment policies to guarantee consistent, fair and legal treatment of employees.
- Advised management regarding key organizational and management issues.
- Developed and facilitated all new-hire orientations.
- Provided HR advice and counsel in alignment with firm's employment policy.
- Presented alternatives in organization design, advantages and disadvantages.
- Applied analytical skills to collect data, clarify needs, identify underlying business drivers and propose options.
- Promoted to Recruitment Section Head within One year.
- Created organizational flow charts and career path reports to evaluate employee compensation information.
- Created and enforced HR policies and procedures across organization.
- Implemented and coordinated development of HR programs and services.

November 2011- July 2017

Academic Teacher Assistant

Modern Academy For Business

- Used behavior model and specialized teaching techniques to share and reinforce social skills.
- Partnered with Professors to plan and implement scientific materials following Academy's curriculum, goals, objectives and philosophies.
- Performed tasks such as Case studies and assignment Presentations to help students with special needs learn and grow.
- Supported instructors with test administration, curriculum development and assignment grading.
- Distributed learning materials such as worksheets, textbooks and supplemental activities.
- Enhanced learning plans and quantified student progress using quizzes, essays and projects.
- Tutored struggling students individually and in small groups to reinforce learning concepts.
- Assigned grades for coursework and tests using answer key, recorded results and informed teacher of performance.
- Took daily attendance, notifying Professors immediately of any student absences.

Area of Teaching Fields

Introduction to business	Human Resource Management	Strategic Management
Marketing	Production Management	Small business Management
organizational Behavior	Management by objectives	Research Methodology

