



REFERENCE

Reference and Certificates are ready upon request.

HUSSEIN EHAB HUSSEIN

OD SPECIALIST

Address: 26 Abu Al Arab Street, Miami,
Alexandria

CAREER OBJECTIVE

Seeking a role where I will be able to apply my skills and experience in all HR Functions Such as:
(HR Planning - Recruitment & Selection - Training & Development - Compensation & Benefits - Performance Management - Personnel Management - Health & Safety - Organizational Development)

SKILLS

❖ Computer skills

MS Office – MS Windows – Email – Data Entry.

❖ Language skills

Arabic: Mother tongue. **English:** (R/S/W/L) Fluent.

❖ Personal skills

People Oriented – Team Player – Leadership – Problem Solving – Communication – Creativity.

CERTIFICATES AND TRAININGS

❖ Human Resources Management Diploma

Certified by HRCI (2020)

❖ HSE – Health, Safety & Environment

(2021)

❖ GMP – Good Manufacturing Practice

(2021)

❖ Data Integrity (2021)

ACHIEVEMENTS

❖ Create and Implement **All HR system** for **more than 10 companies** in different fields.

PERSONAL DATA

❖ **Date of Birth:** 21st of May 1997

❖ **Nationality:** Egypt

❖ **Marital Status:** Single

❖ **Militia Statues:** Exemption

❖ **Linkedin.com/in/hussein-ehab55/**

KEY RESPONSIBILITY

- ❖ Leading the **Change** process in the organization.
- ❖ Managing **HRP** Process including **organizational charts & manpower planning** to avoid manpower shortages or surpluses.
- ❖ Designing and developing organization **Competency Framework**.
- ❖ Conducting all **Recruitment process** (blue & white collars) starting from **Recruitment Plan (CBR)**, Identifying the Hiring Needs, Determine recruiting method, Drafting and publishing job add, Screening, Shortlisting, interviews using **STAR techniques & (CBI)**, Checking the References, Orientation of employee, Making the Job Offer, Contracting, Onboarding & Evaluate probation period to ensure a successful talent acquisition process.
- ❖ Measure **Yield Ratios & Selection Ratios** percentage for every stage of hiring process to raise the efficiency of the recruitment process.
- ❖ Performing **Job Analysis** and designing **Job Descriptions & KPIs**.
- ❖ Designing **Compensation & Benefits** system including **Job Evaluation, Grading System, Salary Structure & Salary Survey** using the points system.
- ❖ Designing integrated **performance management system (PMS)** including **Performance Appraisal** system that drives high performance.
- ❖ Designing **Training & Development** system including **TNA, Training Plan, ROI** to enhance the **KSAOs** of the employees.
- ❖ Conducting **Organizational Development (OD)** across all departments including **Succession Planning, HR policies and procedures**.
- ❖ Develop and manage an

organization's talent pool by **Talent Management**.

- ❖ Managing **Personnel Management** set by the **Labor Law, Social Insurance**
& Calculate monthly **payroll**.
- ❖ Managing **Health & Safety** system including Wellness Programs, Safety Manuals & Workers' Compensation to ensure safety working environment.
- ❖ Conducting a good **Employee Relations** Plan to keep employees loyal, more engaged in their work & keep positive **internal relations** to support the **retention** policy.

EDUCATION

BA, in Faculty of law” English Department”. (2015 – 2019)
Alexandria University, Egypt.

EXPERIENCE

OD Specialist at Pharco Pharmaceuticals – (Jan 2020 - Present)
Industry: Pharmaceuticals. Company Size: +8000 employees – Alexandria, Egypt.

Talent Acquisition & OD Specialist at SAHL Human Resources – (June 2020 – Dec 2020)
Industry: Human Resources. Company Size: 51-100 employees – Alexandria, Egypt.

Talent Acquisition Specialist at Al Makam Restaurants – (Nov 2018 - May 2020)
Industry: Food and Beverage. Company Size: 51-100 employees – Alexandria, Egypt.

Business Development at Amer Group – (Oct 2017 - Nov 2018)
Industry: Real Estate. Company Size: More than 1000 employees – Alexandria, Egypt.

Customer Service at My Way Egypt – (Nov 2015 - Sep 2017)
Industry: Cosmetics. Company Size: More than 1000 employees – Alexandria, Egypt.