

**Abdullah Nabil Sayed**

Helwan - Cairo

Egypt

**01155223692**

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***OBJECTIVE:***

Seek for a position in an organization, offering potential advancement, as well as immediate challenge.

***PERSONAL INFORMATION***

Date of Birth: 01 January 1987

Age: 35

Phone : 01155223692 - 01554033692

Civil Status: Single

Place: Cairo

Driver’s License: Holder of Egypt Driver’s License

***EDUCATIONAL,BACKGROUND:***

**Faculty Of Education From September 2004 To July 2008**

Bachelors Of Tourism And Hotel

**2013 To Aug 2014**

Bachelor of Business Administration

**Royal Holloway University in UAE**

***COMPUTER COURSE:***

* Professional user in windows 98,Millennium and XP
* Professional user in Microsoft Office XP& 2003 ( Word – Excel – PowerPoint - Access ) .
* Hardware/Software
* Experienced many other computer programs (Maestros, Epro,)

***TECHNAICL SKILLS, KNOWLEDGE. & ABILITIES:***

* Critical thinking and problem solving skills.
* Knowledge of Internet recruiting, web-based databases and human resources information systems
* Ability to lead others in the work process.
* Ability to maintain confidentiality in all aspects of the job.
* Ability to manage multiple tasks with frequent interruptions.
* Strong organizational and time management skills.
* Ability to manage multiple priorities.
* Ability to diffuse and manage volatile and stressful situations.
* Ability to communicate, interact and work effectively and cooperatively with all people including those from diverse ethnic and educational backgrounds.
* Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

**WORK EXPERIENCE IN EGYPT**

**1 – H R SPECIALIST From : Apr 2020 To Jun 2021**

Enblom Limited Company

**Web: www.enblom.com**

* Supervise And Coordinate The Daily Activities and operations of the office or department
* Schedule and prioritize office activities to meet operating requirements
* Determine, plan and direct work flow
* Develop and monitor internal controls
* Post the job vacancy through all recruitment channels to collect CVs
* Screen & Select CVs that meets the job criteria
* Make phone interviews for the candidates and set interview appointment with them.
* Assist in developing and executing personnel procedures and policies, providing guidance and interpretation for business operations.
* Ensure adherence to quality standards
* Perform administrative support functions such as data management, creating reports, drafting correspondence and preparing basic financial accounts
* Manage the reception area and looks after visitors when needed.
* Approve and monitor staff vacations and sick leave
* Initiate and maintain orderly records in compliance with company regulations
* Handling Social insurance, Medical insurance, labor permit and all relatives
* Prepare and follow up employment contracts, renew it & sign them by the employees& advice line managers with due dates of probation period. (According to Egyptian labor law).
* Monitoring, Review and compare employees’ attendance and applying HR policy for late arrival and absence.
* Track employees' absences (regular / irregular), and send legal warnings accordingly.
* All related tasks to Social Insurance with forms number 1, 2 & 6.
* Plan and organize the purchase of office supplies in accordance with purchasing policies and budgets
* Strictly adheres to all internal regulations, policies and procedures with special attention to ones related to safety, physical & information security.
* All related tasks to Social Insurance with forms number 1, 2 & 6.
* Keeping records for the weekly attendance & calculate the absence
* All related tasks to medical insurance.
* hours, punishment days, sick leaves and overtime hours.
* Updating the payroll sheet with the previous data by adding the starters and removing the leavers and quit employees.
* Updating the employees' database for the whole company.
* Keeping records for the weekly attendance & calculate the absence

**Daily & Monthly Responsibilities**

* 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
* Be 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 contributes to the development of policies

**2 -** **H R Generalist**  **From : Jan 2018 To Jan 2020**

Locum Meds Specialist Recruiters In Primart Care.

**Web:** [**www.LocumMeds.co.uk**](https://office365.eu.vadesecure.com/safeproxy/v3?f=EUhZ0dMVCmKLZML3pK4K0TdVTe-0mVsqMFxz8qPf5YF2kbdAytsfItx_yUCjenJa&i=_fGnFigE5og-rW2Us1fRIpli8Ito41Hv_VmDkXFX9GZD0CKDMxIBJcB5szLw97tIZrbWt5luUlS1l-8axMVhYQ&k=BmmA&r=zh9IvcqtwlCMKw7sx9SWFcmRcAX3WBA0rf69eBr3OsbKF2oPoDz-iG-VLZ9KoqV_&u=http%3A%2F%2Fwww.locummeds.co.uk%2F)

* Supervise And Coordinate The Daily Activities and operations of the office or department
* Schedule and prioritize office activities to meet operating requirements
* Determine, plan and direct work flow
* Develop and monitor internal controls
* Post the job vacancy through all recruitment channels to collect CVs
* Screen & Select CVs that meets the job criteria
* Make phone interviews for the candidates and set interview appointment with them.
* Analyze work flow issues and implement workable solutions
* Ensure adherence to quality standards
* Perform administrative support functions such as data management, creating reports, drafting correspondence and preparing basic financial accounts
* Manage the reception area and looks after visitors when needed.
* Approve and monitor staff vacations and sick leave
* Initiate and maintain orderly records in compliance with company regulations
* Handle personnel files, keep record and updated reports,
* Handling Social insurance, Medical insurance, labor permit and all relatives
* Prepare and follow up employment contracts, renew it & sign them by the employees& advice line managers with due dates of probation period. (According to Egyptian labor law).
* Monitoring, Review and compare employees’ attendance and applying HR policy for late arrival and absence.
* Track employees' absences (regular / irregular), and send legal warnings accordingly.

**Daily & Monthly Responsibilities**

* 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
* Be 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 contributes to the development of policies

# 3 - Admin & H R From : Sep 2016 To : Dec 2017

AL Rehab Company Group

**Duties and Responsibilities :**

* Strictly adheres to all internal regulations, policies and procedures with special attention to ones related to safety, physical & information security.
* All related tasks to Social Insurance with forms number 1, 2 & 6.
* Keeping records for the weekly attendance & calculate the absence
* All related tasks to medical insurance.
* Assist colleagues whenever necessary.
* hours, punishment days, sick leaves and overtime hours.
* Updating the payroll sheet with the previous data by adding the starters and removing the leavers and quit employees.
* Updating the employees' database for the whole company.
* Maintains personnel files in compliance with applicable legal requirements.
* Keeps employee records up to date by processing employee status changes in a timely fashion.
* Processes personnel action forms and ensures proper approvals; disseminates approved forms.
* Maintains budget spreadsheet that includes salaries, payroll taxes, and allowances.
* Managing diaries and organizing meetings and appointments, often controlling access to the manager/executive
* Booking and arranging travel, transport, and accommodation
* Organizing events and conferences
* Reminding the manager/executive of important tasks and deadlines
* Typing, compiling and preparing reports, presentations and correspondence
* Managing databases and filing systems
* Implementing and maintaining procedures/administrative systems
* Liaising with staff, suppliers and clients
* Collating and filing expenses
* Assists in the hiring process by coordinating job posting on the website, reviewing resumes, and performing telephone interviews and reference checks.
* Maintains the employee handbook with updated resolutions and other pertinent information, as needed.
* Welcome guests, handles and transfers the general phone calls of the office.
* Sort, deliver and keep tracking of outgoing & incoming mail and courier packages; maintains database with various counterparty contact details (mailing address, telephones, e-mails, contact person).
* Maintain relevant control documentation (registers, forms, etc.).
* Ensure meeting facilities’ operational readiness (equipment, supplies, room set-up, etc.)
* Be responsible for arrange accommodation & travel services through approved suppliers as requested as well as process and coordinate routine event requests and related questions.
* Create and update records and databases with personnel, financial and other data, Submit timely reports and prepare presentations/proposals as assigned
* Recruiting staff which includes creating and developing job descriptions, providing support in preparing advertisements, screening application forms, short-listing the candidates, interviewing and selecting them.

**WORK EXPERIENCE IN U A E**

**1 – H R & ADMIN OFFICER From : Oct 2011 TO : Sep 2015**

*Code Contracting Company ( U A E )*

***Duties and Responsibilities***

* Collect and Provide periodical updates from the government authorities on all Labour and immigration, and company registrations rules to keep the HR department abreast of the changes in the rules and procedures with respect to the PRO work and to manager corporate organization with respect to the company’s registration and sponsorship related issues
* Submit, follow-up and collect all new employment and business visas to ensure that the visas are processed on a timely manner to support the business.
* Strictly adheres to all internal regulations, policies and procedures with special attention to ones related to safety, physical & information security.
* Welcome guests, handles and transfers the general phone calls of the office.
* Sort, deliver and keep tracking of outgoing & incoming mail and courier packages; maintains database with various counterparty contact details (mailing address, telephones, e-mails, contact person).
* Administrate creation, programming, distribution, destruction and the inventory of the access cards as per the relevant procedures.
* Maintain relevant control documentation (registers, forms, etc.).
* Administrate meeting facilities booking requests.
* Ensure meeting facilities’ operational readiness (equipment, supplies, room set-up, etc.)
* Monitor, request and restock office supplies & consumables, and equipment inventory when needed as well as vending supplies; arranges catering & dining services as requested.
* Be responsible for arrange accommodation & travel services through approved suppliers as requested as well as process and coordinate routine event requests and related questions.
* Perform basic scan, copy and print services;.
* Organize and archive information; handle various types of documentation including such that might be of confidential business and personal nature.
* Handle other general administrative tasks as requested.
* Process documents such as trade License, attestation of rent contract and the like in government offices such as Chamber of Commerce, Ministry of Economic, Ministry of Finance, Customs, Court and Traffic Department.
* Responsible for renewing licenses of company cars, and ensuring that all company legal documents are updated, valid and renewed when expired.

**2 - HR & ADMIN OFFICER From : Sep 2015 To Oct 2017**

Seapal Company Group ( U A E )

***Duties and Responsibilities***

* Partners with the line to ensure that an accurate Job Description, Annual Individual Objectives and Job Profile are provided by the Hiring Manager for any vacant position, thus ensuring targeted and quality recruitment .
* Responsible for arranging staff labor card/Medical card and hand over to operation with received document.
* Process documents such as trade License, attestation of rent contract and the like in government office.
* Organised and follow on travel arrangements of experts and project staff, prepares proceeds travel claims of staff.
* Transfer knowledge and provide guidance to leadership as appropriate to support business objectives
* Overall responsibility for HR operations including medical licensing, visa processes, performance management, and management of staff costs, reporting, quality and risks managed.
* Assist to develop, implement and effectively deliver and manage a wide variety of HR programs including: on boarding, employment equity, reward and recognition, employee training, compensation programs, employee relations, performance management, organisation changes, conflict mediation and resolution, etc
* Provides the global Onboarding program to all new employees .
* Co-ordinate with business to ensure employees on demobilisation list are allocated to vacant positions
* Prepares and keeps up-to-date org charts
* Recruitment and retention, including defining roles and responsibilities, person specifications, liaison with agencies, preparing and placing recruitment adverts, negotiation of terms, interviews.
* Ensures Annual Objective setting and Review process is in place and supports line managers where required .
* Monitoring All Field Process, Responsible For Field Management,Training, Selection, Resources, Defining Staffing Needs .
* Manages the annual salary and benefits review and administration process .
* Remains up to date on employment legislation including leave, awards, dismissal, and manages compliance to the relevant frameworks .
* Manages and Reports on the HR Budget, ensuring optimum allocation of resources .
* Maintains accurate employee data in Personnel File and HR.
* Administering payroll system and maintaining staff related records. Ensuring that department managers receive an accurate.
* Conducts local exit interviews for all departing employees and provides timely reporting .

**SKILLS*:***

* Knowledgeable In Microsoft Office: Word, Excel And PowerPoint
* Computer Literate
* Knowledgeable In Computer Hardware Troubleshooting /Maintenance
* Excellent Communication, Negotiation And Presentation.
* Working knowledge of Payroll , compensation and benefits packages/programs
* Flexible, Ambitious And Able To Work Within Team Spirit Under Pressure.
* Take Certificate Of Expertise From The Business Administrative Work .
* Also Trained For Conversation In English For Three Month .

**Personality:**

Excellent communication, negotiation and presentation skills. Also I am social, dynamic, flexible and ambitious. In addition I am able to work within team spirit under pressure, possessing a leadership personality.

**LANGUAGES:**

Arabic : Mother tongue

English : Fluent