

Israa Salah Aldin

HUMAN RESOURCES SPECIALIST

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Objective

I look forward to learning, developing, and expanding in more than one field to grow up .

Experience

Gourmet Egypt | Human Resources specialist

Oct 2024 -Now

- Prepared and managed employment contracts, ensuring all documentation aligned with labor laws and company policies.
- Organized employee training sessions and development programs to help teams grow and stay up-to-date with job skills.
- Maintained employee records and handled day-to-day HR operations like attendance, leave tracking, and file management.
- Managed performance reviews, set clear goals with managers, and gave constructive feedback to support team development.
- Handled workplace conflicts with professionalism and care, always aiming to keep communication open and fair.
- Ensured HR practices stayed compliant with labor laws and internal company policies at all times.
- Processed payroll and employee benefits, making sure everything was accurate and delivered on time.
- Promoted a positive work culture, encouraging teamwork, transparency, and alignment with the company's values.
- Managed offboarding processes, including resignations, exit interviews, and final settlements, ensuring a smooth and respectful transition.

Gourmet Egypt |production coordinator specialist Dec2023 -Oct2024

- Monitoring daily production processes to ensure targets and quality standards are met.
- Recording production data accurately on the system (quantities, timings, downtimes, etc.).
- Ensuring proper documentation of materials used and products completed.
- Preparing daily and weekly production reports from system data.
- Supporting inventory control by updating raw material and finished goods movements in the system.
- Reporting discrepancies or delays to the production manager in a timely manner

- Responding to customer inquiries via phone in a timely and professional manner.
- Handling complaints and resolving issues to ensure customer satisfaction.
- Following up with customers to ensure their issues are fully resolved.
- Coordinating with internal departments to meet customer needs efficiently.

Education

Helwan university, faculty of commerce and business administration

2022

Major : Accounting

Proserv Academy

2025

Human Resources Diploma

Skills & abilities

- Management
- Problem solving
- Communication
- Leadership
- Microsoft program