Salma Hannun

HR Professional

Address: 47 Ashgar City-6th Of October

Mobile: +2 01001477704 E-Mail: shannun33@gmail.com

Objective:

Seeking challenge opportunity as HR professional to join a dynamic Organization where I can contribute to Business success by utilizing my Human Resources knowledge and skills.

Education:

o Bachelor of Commerce, Cairo University, Accounting Dep., June 2004.

Work Experience

HR & Administrative Manager

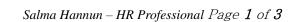
Alfa Logistics and Marbella Group for Food Industry (August 2020 – May 2021)

- Hiring all plant staff below management & managerial level.
- Preparing job analysis and job description for each job.
- Negotiating and introducing new medical insurance service as part of employee compensation& benefits
- Managing business relationship with employees and external service providers to provide mutual relationship of integrity, trust, and engagement.
- Maintaining employee's performance records as input to performance appraisal.
- Managing staff Social insurance.
- Conducting investigations in cooperation with corporate legal affairs consultant.
- Managing corporate payroll.
- Follow-up of attendance, leave, holidays, penalties, and preparation of statements for inclusion in the payroll sheets and prepare administrative position monthly.
- Identifying and consolidating training needs and managing people skill development.
- Establishment of HR policies: Benefits and compensation, Travel, Loans, Leaves, etc.
- Managing Employees relations issues: grievances, complains, etc.
- Manage the recruitment & selection process.
- Support current and future business needs through the development, engagement, motivation, preservation of human capital.
- Maintain pay plan and benefits program.
- Ensure legal compliance to the Egyptian Labor Law.
- Equipping and furnishing plant with all needed equipment and seating arrangements.

HR Deputy & PR Manager

Egyptian Smart Meters Company ESMC (May 2019 – August 2020)

- Manage Compensation's & Benefits for staff at all levels.
- Planning and managing staffing needs in alignment with organizational expansion requirements.
- Managing departmental appraisal criteria in alignment with business set objectives for each department.
- Prepare HR yearly plan and delegate the responsibilities to the team members
- Reporting to management on key staff measures critical to business performance such as: overtime cost, staff turnover, incentive cost, cost per employee, Revenue per Employee, Absenteeism man-days,..etc



HR Deputy Manager

Abela Egypt (March2017- DEC 2018)

- Management of Recruitment process and preparing recruitment plans.
- Coordinate with department heads to create vacation coverage plans.
- Planning for employees' benefits program.

+ Supply Chain Responsibilities (for 6 months)

- Ensuring stores have enough stock.
- Making sure suppliers have enough stock to meet demand.
- Tracking products through depots to make sure they arrive at their destination.
- Choose the most appropriate supplier after comparing other suppliers' prices.
- Negotiate prices and terms with suppliers, vendors, or freight forwarders.
- Monitor supplier performance to assess ability to meet quality & delivery requirement.
- Receiving and reviewing suppliers' invoices, matching them with the offered price quotation, making comparison offers from another supplier, and selecting the most suitable.

HR & Administration Deputy Manager

Ostoul Securities Brokerage (June 2015 – March 2017)

- Maintains job descriptions for all positions.
- Managing hiring plans, interviewing program; counseling managers on candidate selection; conducting and analyzing exit interview; recommending changes.
- Maintain compensation and benefits program
- Identify training needs in cooperation with department managers and monitor the implementation.
- Ensure legal compliance to labor law.

Administrative Manager

Pyramids Park Resort (August 2014 – May2015)

- Planning for meetings of Board of Directors & General Assembly and all related Documents & Reports.
- Manage schedules and deadlines
- Monitor costs and expenses to assist in budget preparation
- Ensure operations adhere to policies and regulations

Administrative & Public Relations Manager

Veto Newspaper (January 2013 - August 2014)

- Recruit, hire, train, and manage PR specialists.
- Develop PR strategies.
- Improve management and employee relations.
- Create motivational videos.
- Draft speeches with chief executives.
- Respond to information queries from media and the general public.
- Develop and maintain corporate image.
- Manage company sponsorships.

HR &Administrative Supervisor

MEDIA PLAN (November 2009 – April 2012)

- Responsible for all administrative duties & Ensuring all office policies and procedures are being implemented.
- Plan and organize travel arrangements and department's meetings conferences & other events.
- Follow up the recruitment procedures and personal interviews.

Achievements

Techno frame for Aluminum & Glass solutions

Human Resources Consultant

- -Establishing Human Resources department (policies & procedures, edit government insurance procedures as appropriate of the Egyptian (insurance& labor law))
- creating appropriate Org Chart

Reassigning qualified employees

Training Courses:

- o HRMBP-HR professional Diploma@HR winners Accredited(HRCI & Greek campus) In progress
- o HRM Diploma @Egycham, accredited by (HRCI & Ein Shams University)
- o Personnel workshop 2022@SMG (Wael Farghaly) (30hrs)
- o Payroll & Taxes Income Workshop 2022@Ayman Ayoub (@(20hrs)
- o Personnel Workshop "Egyptian labor law & Social Insurance law **2022** @Ayman Ayoub" (20hrs)
- o Personnel Management Workshop @Grow skills (20hrs)
- o Human Performance Improvement (HPI) @almentor
- o HR Analytics @almentor
- o Writing Job description @almentor
- o Leadership Workshop @Perfect Point Logistics Consultant (full day workshop)
- o Work Rights & Obligations @ Federation Of Egyptian Industries (FEI)
- o Fundamentals of Human Resources Management @almentor

Skills

Computer Skills

- Microsoft office
- Power point

Languages

Arabic: NativeEnglish: Very Good

Personal Skills

Willingness to learn – Adaptability - Very good communications kills -Problem solving- Interpersonal skills - People Oriented – -Hard worker – Working under pressure

Personal Data

Date of Birth: 7/9/1979
Military Status: Single
Car license Valid till 10/2028

References are ready upon request