

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:

- 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 (March 2017- 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 – May 2015)

- 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:

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

Skills

Computer Skills

- Microsoft office
- Power point

Languages

- Arabic: Native
- English : Very Good

Personal Skills

Willingness to learn – Adaptability - Very good communications skills

-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

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