

Youhana Zakaria Said

Nickname: **John Zakaria**

Address: 10 Mohamed Abo El-Kheer Street – Hdayek – El-Kobba.

Career Objective:

Seeking a challenging opportunity as a Human Resources Director.

Education:

Faculty of Commerce (Zagazig University – Banha branch) May 2003.

Work Experience:

El Arabi Pharma Group (Arabi Pharma – EPDA – Arabi Medical)

Group Hr Manager

March 2015 – Till Present.

Job responsibilities included:

- Organization Departmental: HR Policies and procedures for the three companies of El Arabi Pharma Group. Developing the leaves, loan, application, etc. Forms.
- HR Strategy: Develop and implement HR strategy and initiatives aligned with the overall business strategy. Develop the strategy of recruitment.
- Employee relation: managing absence; disciplinarian grievances, sickness etc. Measure employee satisfaction and identify areas require improvement and creating attendance and departure system by using fingerprint. Support other departments to solve related administrative problems regarding workforce and other administrative issues.
- Recruitment and selection: Handle the recruitment process from building up pool of candidates, screening CVs, conducting interviews and tests, and handling the hiring of orientation procedures.
- Compensation and benefit: Creating Salary and Wages Section, Recruit Specialist for Salary and Wages Section, Creating Procedures of the Covenant and temporary and permanent advances, and signing agreement with QNB for ATM payroll. Evaluate salaries for each department and compare them with competitive salaries (Salary scale).
- Training and development: Implementing the training and development agenda; identify the areas that need attention and Improvement. Preparation of job descriptions of the available/new created position in the organization.
- Performance management: Developing and implementing the performance and appraisal system for the whole organization.
- Personnel Management: Handling employee exit process (Internal release, Form 6 and Bank account).

Executive Manager

December 2013 till February 2015.

Job responsibilities included:

- HR department start up.

- Legal affairs department start up.
- Administrative affairs department start up.
- Follow-up the administrative system of the company and work to resolve the problems, if any,
- Execution of annual plan and get the approval of Board of directors.
- Administrative work on the development of the company.
- Reports to the Board of Directors.
- Created annual plan for each new department.
- Added new department "Automobile Traffic Department" to the Administrative affairs.
- Create Organization of work regulations and Disciplinary penal regulations, and approve it from Labor Office.
- Recruit managers for the newly created departments.

Administrative Auditor

April 2013 till November 2013.

Job responsibilities included:

- Prepare reports on the shortcomings of the administration and submit them to the Board of Directors and setting a solution to these problems.

AIG Pharmaceutical

Hr(Generalist)

September 2013 till March 2013.

Job responsibilities included:

- Handling all daily recruitment operation, such as: conducting phone interviews, inviting selected candidates for the interviews, emailing candidates.
- Follow up the complain the completion of the required hiring documents.
- Updating daily employees database and files
- Handling the time attendance for the employees
- Preparing employment contracts and renewals
- Preparing monthly reports, turnover, employee joiners, leavers.

(Personnel)

- Ensuring that all employees, files and records contain all employment papers.
- Track reviews and handle performance management issues with managers and staff
- Performs other related duties as required and assigned
- Handling governmental relation issues related to Labor Office, social Insurance

Mina Pharm

District Supervisor East Cairo

September 2005 till July 2012.

Job responsibilities included:

- Bidding, Proposals and Tendering.

- Get the approval for the Security Clearance.
- Report feedback from customers about the products.
- Improve the relationship with VIP Customers at UCP – Masrya – Multi-Pharm.
- Military Hospitals – Azhar Hospitals – Police Hospitals – Egypt Air Hospital – Ministry of Civil Aviation: Improve relationship to follow up the stocks and financial issues.
- Report to the Scientific Office Head the annual inventory of the damaged medicine in UCP.
- Created the Wall Magazine at the Scientific Office.

El-Jeziera for Tourism – Nile Maxim

Accounts Receivable

May 2004 till August 2005.

MetLife Alico

Sales Agent

June 2003 till April 2004.

Job responsibilities included:

- Achieve Target of 48 Life Insurance Application and 179 Personnel accident Insurance Application.

Nominated to travel to Indonesia.

Training Courses:

- **H.R management diploma:** EGYPT Approved from HRCI, California, USA (30 hours).
- **HR Advanced Diploma:** EGYPT Approved from HRCI, California, USA (30 hours).
- **TOT Diploma:** EGYPT Approved from Ain Shams University (30 hours).
- **CPM Diploma:** EGYPT Approved from Ain Shams University (30 hours).
 - **Leadership Diploma :** Arabian Center For Training Solutions (12hours)
 - **Coaching Skills Workshop:** New Horizons (12hours)
 - **Leadership Diploma :** New Horizons (12hours)

Skills

Personal Skills:

- Excellent at meeting deadlines.
- Able to learn new tasks quickly.
- Able to work efficiently within Group.
- Able to work under stress & hard work.
- Able to work with all levels of management and personnel.
- Leadership.
- Excellent selling skills.
- Communication with people on different levels.
- Active Listener.
- Negotiation.
- Commercial awareness.

- Initiative.
- Innovative.
- Presentation skills.
- Organizational and planning skills.
- Self-Learning.
- Good decision making and problem solver.

Language skills:

- Arabic: mother tongue.
- English: good.

Computer Skills:

- Word – Excel.
- Internet skills: Excellent.

Achievements:

- I have set up 3 HR departments for 3 companies and combine them into one list Configure a service to help those in need.
 - I made a change from the manual system to the ERP system for the group of companies
- Contributed to the appointment of 350 employees
- Human development coach for motivation.
- Participation in several government funds (emergency - 5% - sanctionsetc.) and legalizing the employment situation in companies
- Providing some advices that helped develop the group

Additional data:

- Date of Birth: 27th July 1982.
- Marital Status: Married.
- Military Service: Exempted.
- Driving License: Valid.

References:

Furnished upon request