

KAREEM KAMEL HAMMAD

Address : Obour / Banha, Cairo, Egypt (Available to Relocate)

I'm seeking a position in Human Resources in which I will add to the company and I will be given a sense of belonging, and where my academic background & experience and skills can be best utilized and developed.

I. SUMMARY

- ◆ Experience in different HR disciplines for 7 years, at Egypt.
- ◆ Strong personality with excellent team work skills and coaching & supervising skills.
- ◆ Excellent planning skills.
- ◆ HRCI certificate
- ◆ Creating strategies and developing functions for different HR disciplines (Job Analysis, Recruitment, Appraisal, Training, Payroll)
- ◆ Applying and maintaining policies & procedures, developing needed analysis and Reports, setting up database and work systems.
- ◆ Handling employees & labor complaints, and deal with different nationalities.

II. CAREER HISTORY

II.I. July. 2016 – Present

Personnel Section Head at (Mori International)

- ◆ **General Responsibilities**
 - Setting up recruitment policy & system, (channels, interviewing, negotiation, hiring).
 - Supervise HR functions (Recruitment, Training, Compensation, Payroll and Performance Management).
 - Provides interpretive or complex advice to managers, on all aspects of HR and people management, and, and Supports managers in delivering all initiatives within the 'People Plan'.
 - Continually challenges the business, instigating and leading transformation projects that improve organization, team and individual effectiveness encompassing organization design, organization capability, talent management, organizational development, organizational effectiveness, behavior and culture change.
 - Creating and maintaining HR activities (chart, job descriptions, recruitment, performance appraisal, Training).
 - Establishing organization chart, analyze jobs, create and update job descriptions.
 - Establishing performance appraisal and creating KPIs for each position, and developing training system.
 - Analyzing turnover and find solutions to reduce.
 - Develop different performance appraising methods and monitor the performance possess, suggest needed training, update job description, determine bonus and provide a completed report about compensation strategies, and provide notes for recruitment.

II.II. June. 2014 – Feb. 2016

HR Supervisor at (Travco Group) Hotel & Resorts File (Iberotel)

- ◆ **General Responsibilities**
 - Responsible for International recruitment.
 - Responsible for organizational structure, job analysis, recruitment, performance appraisal, policies & procedures, and payroll.
 - Responsible for payroll, maintaining employees' time sheet and attendance.
 - Setting up HR systems for a new branch (employees Database, filing system, attendance and Payroll) and other HR tasks
 - Develop needed analysis & comparisons about performance, positions, and projects.
 - Follow up employees' contract expiry, interviewing and negotiating with them regarding renewing contracts.
 - Follow up SYS (Document of residence) and passport renewal, vacations, and other administrative

tasks.

- o Conduct exit interview and analyze turnover.
- o Handling employees & labor's daily requests, and solve personnel problems.

II.III. Mach. 2013 – May. 2014

HR Specialist at (Travco Group) Hotel & Resorts File) (Jaz)

◆ General Responsibilities

- o Develop and update internal HR process.
- o Set up and update HR Database.
- o Set up and update HR Filling System: Review, complete, organize and update employees' files.
- o All HR administrative tasks.
- o Responsible for recruitment (writing Job post, screening CVs, interviewing, testing, selection, Hiring).
- o Maintain continuous alignment with ISO Audit Requirements.
- o Assist in the performance appraisal preparations including analyzing jobs to determine (KRAs), (KPIs) creating and updating appraisal forms, coordinating with department managers, and avoiding unfair appraising.
- o Develop the appraisal consolidated analysis to determine needed training, recommended updates on job description and compensation strategies, and notes for recruitment.
- o Preparing training needs analysis (TNA) of the staff in collaboration with line managers and identifying the purpose for requested training.
- o Searching for best offers from training providers, preparing training kit, and coordinating between training centers and trainees.
- o Responsible for student's summer training program.

II.IV. June. 2010 – Jan. 2013

Egyptian Free Lawyer

◆ General Responsibilities

- o Attending court hearings (and doing the preparation beforehand).
- o Drawing up contracts and other legal documents.
- o Negotiating (not all cases will end up in court).
- o Settling disputes and supervising any agreements.
- o Researching and gathering evidence.
- o Analyzing legal documents.

III. TRAINING

◆ HR Diploma (EGY Cham) (May 2009 – Nov. 2009)

- o PHR certificate from Excellence consultant center.
- o Certified from HRCI (Human Resources Certification Institute).
- o HR importance, activities, and cycle.
- o Organizational structure and chart.
- o Job analysis.
- o Recruitment and selection.
- o Training and development.
- o Performance management and appraising.

◆ Practical Advanced HR Workshop (AUC.) (Jan. 2014)

- o Practical workshop discussing how to develop companies through best use of HR Strategy Metrics & Analytics.
- o How to set up SIX Sigma in HR Function.
- o How to set up Balance scorecard in HR Function.
- o HR Audit

◆ Training of Trainers "TOT" (British Foundation.) (June. 2016)

- o How to set up TNA.

- o *How to Design Training program.*

IV. SKILLS

- ◆ Languages Skills
 - o *Arabic : Mother tongue*
 - o *English : Excellent*
- ◆ Computer Skills
 - o *MS. Office*
 - o *ERP System*
 - o *NAV Microsoft (POS,ERP) System*
 - o *Solution HR System*

V. EDUCATION

- o *Bachelors Degree of Law* 2009

VI. PERSONAL DATA

- o *Date of Birth* : 15/10/1988
- o *Nationality* : Egyptian
- o *Marital Status* : Married
- o *Military Status* : Finished
- o *Religion* : Muslim