



Martina Fayek Rashed

Address: 10 district
Nasr City, Cairo, Egypt.

Objective

Seeking a challenge position in the field of human resources to gain relevant experience.

Experience

1- Working as HR Specialist in Future pharmaceutical industries (FPI) Company (from 9-2018 till now)

Details :

- Maintains employees files in compliance with applicable requirements
- Administer HR-related documentation, such as contracts of employment, experience certificate.
- Reviewing & data entry of vacations, permissions, work permit, overtime, etc.
- Ensure the HR System database is up to date.
- Participate in Employment fairs.
- Informing accepted candidates of the job offer & required hiring documents.
- Notify the line managers and department managers with interviews result.
- Maintains human resources records by recording new hires and transfers.
- Posting job advertising in various media channels
- Managing the recruitment process to meet the company objectives
- Ensure that all employees have signed their job description and filling them
- Salary survey
- Informing line managers and department managers with candidates who accepted the offer
- Sending vacation balance and deductions to all departments in a monthly basis
- Entering the result of appraisal performance for the factory departments by the end of year

2-Working as HR Specialist in Telecomax group Company (from 6-2014 till 12-2017)

Details:

- Arrange for advertising or posting of job vacancies.
- Writing job advertising in various media channels.
- Managing the recruitment process to meet the company objectives
- Updating personnel files in complying with the Egyptian Labor.
- Processing all employment requirements contracts
- Resignation & Discharge Form
- Preparing training plan for all departments in the company as per the company's policies
- Maintain training databases, certificates.
- Handling Medical insurance
- Monitoring the employees' attendance, reviewing the absent, sick and casual leave and employees' vacations.
- Timebilling system
- Company ID (Photoshop)
- Time Sheet
- Deduction

3-Working as secretary & Accountant in E.Q.I- IT Company. (from 8-2009 to 1-2014)

4-Working as a telesales in E.O.E Company. (from 3-2009 to 8-2009)

Education

2008: B.Sc.Degree of Commerce, Ain Shams

University Grade: **GOOD**.

Accounting Department.

2004: Graduated from high school.

Training & Courses

- Human Resources Diploma (EgyCham) Certified from Ain Shams university
- Human Resources Course (Yat Center)
- Human Development
- English
- ICDL

Computer Skills

Excellent Knowledge of Microsoft Office

Excellent Knowledge of Outlook

Excellent Internet user.

Languages skills

Arabic: Native language.

English: Very good.

French: Good.

Personal data

- Date of birth: 28/4/1987.
- Place of birth: Qena.
- Gender: Female.

Personal skills

- Team work.
- Hard worker.
- Excellent communication skills.

Personal interests and activities

- Playing and listening music.
- Exercising Reading

References and documents are furnished upon request.

Best Regards
Martina Fayek