

Dina Alaa EL-Din Gad

Address: 6st, Wadi Hof, Cairo

Objective:

I'm seeking to obtain a responsible and challenging opportunity where my education and work experience will have valuable application in the field of Human Resources, I have enough confidence to accept challenges and grow with the organization while learning & gaining professional experience.

Education:

- Graduated from faculty of Commerce in Helwan University
Major: Foreign Trade department. [2012].
Grade: Good.
- Finance and Investment management Diploma in Helwan University. [2014].
Grade: Very Good.

Work Experience:

- **British International Modern School (BIMS) (Jul 2017 - till now)**
 - **HR Manager (600 Employee)**
Job Description
 - Conduct new employee orientations at headquarters to ensure employees gain an understanding of benefit plans and enrollment provisions.
 - Coordinating all recruitment activities such as job posting, screening applicants, preparing interviews, administering tests, checking references and background, and evaluating applicant qualifications.
 - Updating personnel files in complying with the Egyptian Labor.
 - Preparing and following up the social insurance forms (1, 2 & 6) , complete the on boarding procedures for the new employees and coordinate between the company and the labor office to handle employee exit process (internal release, form 6, medical care)
 - Updating employee's database information and store all documents and papers.
 - Maintains a pay plan by conducting periodic pay surveys; scheduling and conducting job evaluations; preparing pay budgets; monitoring and scheduling individual pay actions; recommending, planning, and implementing pay structure revisions.
 - Ensures planning, monitoring, and appraisal of employee work results by training managers to coach and discipline employees; scheduling management conferences with employees; hearing and resolving employee grievances; counseling employees and supervisors.
 - Maintains management guidelines by preparing, updating, and recommending human resource policies and procedures.
 - Maintains historical human resource records by designing a filing and retrieval system; keeping past and current records.
 - Completes human resource operational requirements by scheduling and assigning employees; following up on work results.
 - Maintains human resource staff by recruiting, selecting, orienting, and training employees.

- Reviewing the overtime then preparing the overtime sheet.
 - Acts as liaison between employees and Management and foster effective relationships with client representatives.
 - Keep management advised of potential problem areas and recommend/implement solutions as appropriate.
 - Determines payroll liabilities by approving the calculation of employee income and taxes, and workers compensation payments.
 - Provides payroll information by answering questions and requests.
 - Pays employees by directing the production and issuance of paychecks or electronic transfers to bank accounts.
 - wages Prepares reports by compiling summaries of earnings, taxes, deductions, leave, disability, and nontaxable
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Beside this, I had also experience in working with Finance department, Financial Auditing and Stock department.

- **Noqoush Academy (Dec 2016- Jun 2017)**
 - HR Assistant.
- **Chunky Monkey Academy (Jan 2016 - Nov 2016).**
 - Academy admin.
- **Customer Service - Mobinil (Nov 2014 - Aug 2015).**
 - Handle customer's inquiries and complains.
 - Ensure customer delight and satisfaction.
 - Provide customer with accurate information and right solutions.
- **Office manager – Diamond metal industries (Sep 2012 - Dec 2013).**
 - Operate electronic mail systems and coordinate the flow of information both internally and with other organizations. Make an initial assessment of requests, attempting to resolve them or refer them to someone who can.
 - Collect and disburse funds from cash accounts.
 - Schedule and confirm appointments for clients.
 - Accounting reviewer.
 - Operate office equipment such as fax machines, copiers, and phone systems, and use computers for spreadsheet, word processing, database management.
 - Open, read, route, and distribute incoming mail and other material, and prepare answers to routine letters.

Volunteering Activities:

- Scout – Helwan University. (Leader) [2009 - 2012]
- Egyptian Girls Guides Association. (Leader) [2009- Till now].
- Food Bank (Packaging operator). [Aug. 2012]

- Khan magazine. (Writer) [2013, 2015].
- Organized Fair In Poor Area. [Oct. 2013]

Courses and Trainings:

Courses:

- **Human resources Management Diploma at EGY cham (35 HR, in progress)**
(Accredit by Ain shams University and HRCI) including:
 - HR Functions.
 - Strategic Human Recourses Management.
 - Organization Charts.
 - Job analysis and job description.
 - Strikes & Forecasting.
 - Appraisal System.
 - Change Management.
 - HR Audit Checklist.
- **Developing Innovative Ideas for New Companies.** (Coursera- Online course-, University of Maryland, College Park). (36 HR, in progress)

Trainings:

- Education For Employment (EFE Foundation), Full Time Daily training Based On English Language contained (Feb- Mar. 2012) :
 - Negotiation skills.
 - Presentation skills.
 - Time management skills.
 - Team building and Leadership management.

Skills:

Computer Skills:

- Very good knowledge of Microsoft Office.

Language Skills:

- **Arabic:** Native.
- **English:** Very good (Writing-Listening-Speaking)

Interpersonal skills:

- Communication skills.
- Planning / Event planning.
- Negotiation, persuasion and influencing skills.
- Problem solving and decision making.

Additional Information:

- **Nationality:** Egyptian.
- **Birth Date:** Jul 1991.

**References are ready upon
request**