



# Jannet Anwar Fahim

6 (A) Shalhoob St., El-Zeitoun – Cairo.

## Objective:

To pursue my career in a well-established company with a challenging position, in the field of Human Resources and Administration, Where I can maximize my management skills, quality assurance, program development, and training experience.

## JOB STRATEGIC

- Plan, develop, and implement a strategy for the HR management and development (including recruitment and selection policies/practices, onboarding and orientation, training and development, succession planning, morale and motivation, culture and attitudinal development, performance management, etc.)
- Develop the HR department's budget, manage & control its expenditures.

## Education

**2004 – 2008**

**Faculty of Art**

**philosophy department**

**Ain Shams University**

- Overall GPA Good+

## Work Experience

**HR Consultant and HR freelancer**

**\*2025 Till now**

**Atlasco Egypt For Trading**

**HR Section Head**

**\*2023 till 2025**

**SMG Group “Saint Mary Group” include Saint Mary Church, Saint Mary Hospital and ZVF “Zeitoun’s Virgin Coptic Orthodox**

**HR Manager**

**\*2021 till 2023**

**Filomix for Readymix Company**

### **HR. Section Head**

**\*2009 till 2021**

**Amoun Holdings for Financial investments**

### **Senior HR Generalist**

## **Courses**

- English courses in (MLA) modern language academy in Cairo 2013.
- English courses in American university in Cairo 2010.
- Microsoft office (ICDL) (Excel, Word, Outlook, Internet, power point,) 2008
- **The Professional and the Advanced Hr Diploma** certificates **Egycham + HRCI +SHRM**
- **MBA Diploma** at Ain Shams University (on going)

## **Computer Experiences**

**Human Resources software (HITS.)& (Odoo System)**

**Software Awareness:** ICDL, Microsoft Office 360 (Share Point, Word, Excel, PowerPoint, Access, VISO)

**Operating Systems:** Windows 10, Windows 2003 Server

## **HR Skills:**

Build HR Structure	Staff Recruitment & Retention	Training & Development
Design Grading System	Engagement Programs	Performance Management
Payroll as per the income Tax Law	Personnel as per Egyptian law	Organizational Development
Benefits Administration	HR Policies & Procedures	HRIS Technologies

## **Languages**

- Arabic: Mother Tongue
- English: Excellent (Reading, Writing, Speaking and Listening)
- French: Fair (Reading and Writing)

## **Personal Qualification**

**Problem solving and willing to learn and create new ideas within my job.**

**Excellent team player and Leadership Management Skills.**

**Flexible, independent, and capable to work under stress.**

**Good Organization, Planning, Strong and Proven analytical skill.**

**Able to endure long working hours, meet tight schedules and deadlin**

## **Recruitment**

- Preparing the company's annual manpower plan to reach the optimum headcount based on a business rationale to be validated and linked to the company's organizational goals.
- Preparing monthly Recruitment Reports (Time to fill, Turn Over, Exit Interview, New Channels and CV data base)
- Execute the behavioral interviews for staff as per selection criteria and company competency framework- "CBI"
- Design and write the recruitment policy and procedures.
- Conduct exit interviews to identify reasons of employee resignations.
- Update current and design new recruiting procedures (e.g., job application and onboarding processes).
- Lead, oversee and supervise members of the recruiting team and report on their performance.
- Keep track of recruiting metrics (e.g., time-to-hire and cost-per-hire).
- Review recruitment software and suggest the best option for company needs.
- Advise Departments manager on interview techniques.
- Negotiated the job offers with the selected candidates and sending the welcome onboard message to all employees
- Administer all non-technical interview related tests (i.e., Computer, IQ, English language, psychometric)

## ➤ **Personnel & Employee services**

- Prepare form (1), (6) and (2) for the social insurance.
- Prepare monthly transition dashboard to the top management. (Head Count VS Resignation, Absenteeism, Insured etc.)
- Audit the employee files from any corruptions or missing documents.
- Track the renewal contract before 3 months from there dates.
- Issue HR, Experience discharge and Warning letters.
- Issue Monthly reports regarding the termination, new hires, attendance.
- Manage the annual leave balances for all employees and prepare a quarterly report.
- Create staff account for the new hires on the HRIS.
- Handle the probation and end contracts.
- Monitor the attendance machine every month.

## ➤ **Payroll**

- Prepare and maintain accurate records and dashboard reports of payroll transactions every month. (Salaries reports, ensure tax reconciliation is done annually for employees and net payment Transfer and any other required analysis reports.
- Implement and review all payroll transactions, revising the monthly data received including basic, variables, benefits, bonus, overtime, all other deductions
- Manage review monthly payroll according to company procedures while maintaining the strictest confidentiality.
- Ensure accurate and timely processing of payroll updates including new hires, terminations, and any other changes to pay
- Facilitates audits, by providing records and documentation to auditors
- Identified and recommend updates to payroll processing software systems, and procedures.
- Calculate Social insurance, income tax and annual tax settlement and distributing income statements.

- Authorized to make the salaries transfer to banks and distribute the pay slips

➤ **Compensation and Benefits**

- Determine competitive wage rates and develop or modify compensation plans.
- Participate in market and salary surveys with external vendors and run benchmark analysis by two methods-WTW and Job Master.
- Restructure The Grading System and conduct job evaluation and job mapping activities and implementation techniques (Ranking, Classification, Point method and Market pricing)
- Prepare new grading structure for the company and the manpower budget.
- Analyze and modify compensation and benefits policies to establish competitive programs and ensure compliance with legal requirements and attractiveness and ensuring these plans are cost-effective and competitive.
- Negotiate with insurance companies to get the most suitable offer for the company within the budget.
- Manage the day-to-day operations for Total Rewards according to the company guidelines
- Design the company salary scale.
- Participate in the annual budget preparation and implementation

➤ **Organizational Development**

- Create and update the policies of {Personnel, Recruitment, Compensation & Benefits and Training & development} and Create Employee Handbook.
- Create all the job Analysis, specification/ descriptions with competencies and training required for blue and white-collar positions.
- Identify key jobs in the organization to prepare a pipeline of new candidates, identify key talents for retention, and designing a solid succession plan to ensure effective operations.
- Implement I Engage program survey to high the level of engagement culture
- Plan and Manage Performance Management Process throughout the year, including supporting department managers in setting SMART objectives, and undergoing calibration meetings to comply with the force distribution.
- Overseeing and participating in the new employee onboarding and orientation till passing the probation period
- Responsible for blue collars' annual performance appraisal and supporting with any related inquires.
- Liaise with training department for the implementation of succession plan of employees according to approved budget within the assigned KPI s
- Assist in preparing succession plans and develop individual development plans for successors
- oversee the annual appraisal process, monitoring compliance with the timetable and working with the Head of HR to ensure consistency of quality in appraisal documentation Identify and assess future and current training needs through job analysis, career paths, annual performance appraisals and consultation with line managers Monitor and evaluate training program's effectiveness, success, and ROI periodically and report on them.
- Responsible for setting the team objectives in correlation with the department objectives, provide coaching and action plans required to achieve objectives

**References are available upon request.**