



Sara Maher El Shewaihy

New Cairo, El Nargs 1, Villa 11 Cairo, Egypt

Oracle EBS HR Consultant

Date of Birth: 23/6/1985

Material Status: Single

Looking to join a progressive organization that has the need for HR& Payroll Specialist and offers new challenges which effectively utilizes with my Experience in HCM field.

EXPERIENCE

DATES FROM 2014 – Aug 2016

MIDDLE EAST FOR GLASS MANUFACTURING, COCA-COLA SUB-SIDERY,

(HR ORACLE SPECIALIST)

- Provide Oracle applications solutions to an exclusive range of clients across high profile assignments.
- Manage full life cycle of design and testing phases.
- Develop solution design and lead client throughout implementation and support phases.
- Assist customers maximize strategic business value from company products to provide them with vision of their end state solution and roadmap.
- Evaluate customer's business requirements, needs and objectives and transform same to company processes, solutions and modules being implemented.
- Analyze and solve complex customer issues related to data and processes.
- Ensure seamless transition through customer lifecycle working closely with presales, professional services and support teams.
- Provide necessary support for SCM/ FINANCIALS/ HRMS/ HYPERION Modules / Solutions.
- Supply ERP functional consulting and education services at customer sites.
- Lead design activities defining requirements, testing and provide direction to customers and junior consultants.
- Enhance and update knowledge on domain field practices and related technology.
- Develop know-how and expertise in domain field products.
- Perform daily activity reporting against plans and schedules.
- Engage in project coordinating, team leading and implementing ERP functional consultation.

DATES FROM 2010 – 2014

MIDDLE EAST FOR GLASS MANUFACTURING, COCA-COLA SUB-SIDERY,
(ADMIN ASSISTANT)

- Reporting to the MIS Manager.
- Handling Purchasing orders for the MIS Department on Oracle.
- Coordinating Department meetings.
- Contacting Suppliers for Price offers.
- Handling the Helpdesk tickets and assigning them to the department tech support team.
- Follow-up with license renewal contracts & purchasing orders.
- Managing the department paper work.
- Managing the department stock supplies.

DATES FROM 2009 – 2010

COCA-COLA, HILOPILES, CAIRO
(AUDITOR)

- Training to perform Internal Audit every quarter.
- Handling the department paper work flow.
- Reviewing Audit Reports in daily basis.

DATES FROM 2008 – 2009

MIDDLE EAST FOR GLASS MANUFACTURING, COCA-COLA SUB-SIDERY,
(CO-ORDINATOR)

➤ Production Department as (Admin Assistant)

- Reporting to Production Manager.
- Handling daily production reports.
- Handling daily production on Oracle.
- Coordinating department meetings.
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➤ HR Department as (Training Coordinator)

- Reporting to HR Manager.
- Handling Training Schedule for all departments.
- Follow- up training plan.
- Put training plan for all departments.

DATES FROM 2007 – 2008

**EGYPTIAN GROUP FOR IMPORT & EXPORT CO, CAIRO
(HR CO-ORDINATOR)**

- Reporting to HR Manager.
- Handling Training Schedule for all departments.
- Follow- up Training Plan.
- Put Training Plan for all departments.

Achievements

- Upgrade from EBS R11 to EBS 12 Successfully.
- Provide Training for the HCM team on the new processes.
- Advice for processes re-engineer with a new processes and new feature usage.
- Creating new test scenarios and ensure the applicability.

EDUCATION

2003-2007

BACHELOR OF LAWS, AIN SHAMS UNIVERSITY

Faculty of Law- English department (Bachelor in law).

COURSES

- **Human Resources Management Diploma at EgyCham (35 Hours)**
 - Accredited by Ain Shams University & HRCI
- **ORACLE EBS R12 (HRMS)**
 - Essentials.
 - HR Work Structure.
 - HR People.
 - Payroll.
 - Self Service.
- **GENERAL ENGLISH COURSES (AUC)**
- **ADVANCED BUSINESS WRITING & REPORT WRITING (AM CHAM)**

SKILLS

COMPUTING SKILLS

- Operating Systems: All Microsoft Windows Platforms.
- Applications: MS Office, Lotus Notes, Outlook, Microsoft Visio, Oracle App.
- Excellent in Internet search.

LANGUAGE SKILLS

- Native language Arabic.
- Very good command of both written and spoken English.

PERSONAL SKILLS

- Creative, self-motivated, reliable and dynamic.
- Excellent communication skills.
- Excellent Report generating skills.
- Good at meeting deadline.
- Ability to work individually and as a co-operative team member.

References

Are ready upon request

