

MARWA MOHAMED BAKR HUSSIEN

SENIOR HR GENERALIST

PROFESSIONAL SUMMARY

Human Resources professional with over 10 years of progressive HR experience across recruitment, HR operations, employee relations, payroll support and compliance. Experienced in managing end-to-end recruitment, maintaining HR records and systems, supporting performance management, monitoring workforce metrics and partnering with department heads on staffing needs. Recognized for strong communication, organization and a practical, service-oriented approach to HR.

CORE COMPETENCIES

- Talent Acquisition & Onboarding
- Employee Relations & Conflict Resolution
- Payroll & Benefits Administration Support
- Job Analysis & Job Description Development
- HR Operations & HRIS Administration
- Performance Management & Improvement Plans
- HR Policies, Procedures & Compliance
- HR Metrics & Workforce Reporting

PROFESSIONAL EXPERIENCE

Senior HR Generalist | Utopia International School

Jan 2021 – Present

- Manage the end-to-end recruitment cycle, including job posting, sourcing, screening, interviewing, selection coordination, offer negotiation and onboarding.
- Partner with department heads to understand staffing requirements and support timely recruitment against identified needs.
- Conduct initial candidate interviews and coordinate the selection process with hiring managers to support effective hiring decisions.
- Support payroll processing, salary calculations and benefits administration; maintain accurate attendance, leave and overtime records.
- Maintain employee records, HR databases and documentation to support accurate and compliant HR administration.
- Support compliance with applicable labor laws, safety requirements, school policies and internal HR procedures.
- Track and analyze HR indicators including turnover, absenteeism, training effectiveness and employee satisfaction to support management visibility.
- Monitor compensation market trends to support the competitiveness of compensation packages.

HR Generalist | Manarat Elmostaqbal American School

Sep 2017 – Dec 2020

HR & Administrative Coordinator | ABC Nursery

Sep 2015 – Sep 2017

Executive Secretary | Ministry of Media, Kuwait

Oct 2004 – Jun 2006

EDUCATION & PROFESSIONAL DEVELOPMENT

- Professional HR Diploma – EGYCHAM | CPD Accredited
- B.Sc. in Commerce, Accounting Department, English Section – Tanta University, 2003
- MCIT Scholarship for Business – Ministry of Communication (English, Soft Skills, Object-Oriented Programming)
- Local TOEFL – AMIDEAST, 2010
- ICDL – Vision Center

LANGUAGES & DIGITAL SKILLS

Languages

Arabic: Native | English: Excellent command

Microsoft Office

Advanced working knowledge of Word, Excel and PowerPoint