

Amira Tarek

Senior Human Resources Specialist with 3+ years of experience. I have strong skills in implementing human resources policies and procedures. Striving to seek new challenges and various work environments, I am always eager to apply my theoretical knowledge and skills to communicate with employers and benefit in developing company.

Experience

JULY 2022 – PRESENT

Senior Human Resources Specialist | Al Noor Group for investment |

•**Recruitment:**

-Manage end-to-end recruitment processes, from job posting to onboarding

•**Personnel:**

-Deep knowledge of Egyptian labor law and social insurance

-Maintain and update employee records in compliance with legal and organizational requirements

-Ensure timely contract renewals probation evaluations and employee documentation

•**Payroll:**

-Process Payroll accurately and on time ensuring compliance with labor laws and company Policies

-Handle employee compensation benefits and deductions

•**People planning and Job Analysis:**

-Employee Surpluses and Employee Shortages

-Job Descriptions and Job Specifications

•**Performance Management:**

- Handle the annual performance management process including planning, conducting awareness sessions, and ensuring deadline adherence

•**Organizational Development**

Update Org charts on time

September 2021 – June 2022

Human Resources coordinator | Al Noor Group for investment |

• Create and archive hard copy employee files. ensuring they are organized and compliant.

• Revise and update existing employee files to ensure accuracy and compliance with company policies and labor laws

• Process employee requests for the temporary withdrawal of hiring documents.

• Assist with recruitment processes including job postings, scheduling interviews and conducting reference checks.

• Coordinate the onboarding process for new hires, ensuring smooth integration into the company Act as point of contact for employee inquiries related to policies, benefits, and general HR matters.

• Assist in resolving employee relations issues under the guidance of senior HR staff

• Assist in handling employee resignation processes

• Assist with processing Form 1 for new hires and other tasks related to HR Team Ensure compliance with labor laws company policies and regulations

• Assist in preparing reports audits, and other compliance documentation.

• Provide general administrative Support to the HR team Such as preparing reports, handling correspond dance and organizing meetings

• Assist in managing and supporting employee benefits programs, including medical insurance, transportation and mobile lines.

• Ensure accurate enrollment updates, and communication regarding these benefits, Act as a liaison between employees and providers to address any issues or concerns related to these benefits.

February 2021 – September 2021

Reception And Secretary | Al Noor Group for investment |

- Organizing meetings and official visits.
- Organize files, documents and records.
- Receiving phone calls and emails.
- Developing file systems, whether manual or computerized.
- Printing and writing reports.
- Organize and handle policies within the company or office.
- Communicate with different departments in the company.

Skills

Microsoft Office • Report Writing • Negotiation skills • Team player • Excellent time management skills
• Conflict management • Public speaking • Data analytics

Education

2013 TO 2017

Faculty of Religious Fundamentals | El-Azhar University

Bachelors of Fundamentals of Religion

CERTIFICATES

HR PROFESSIONAL DIPLOMA | 2024

By Dr. Ahmed El-sayed

| **SHRM** | May to Aug 2024

Activity ID: 24-CZVUW

| **HRCI** | 60 credit hours (HR General)

Activity ID: 660114

| **Egycham** | Aug to Oct 75 training hours

HR ADVANCED DIPLOMA | 2024

By Dr. Ahmed El-sayed

| **SHRM** | Aug to Oct

Activity ID:24-5DYZN

| **HRCI** | 60 credit hours (HR General)

Activity ID: 660119

| **Egycham** | Aug to Oct

PAYROLL AND RELATED REGULATION | 2023

Workshop By Mr. Ahmed Akram

HR SPECIALIST TRAINING | 2022

HRCI | By Trainer Ahmed Akel