



# Manerva Youssef

2/2/1996

El Mohndsin of El Gomhorya street, Assuit

## Objective

Highly motivated HR Management graduate seeking a generalist position where I can use my knowledge and expertise in Human Resources to carry out various responsibilities in functional areas such as recruitment, policy implementation and employee relations.

## Experience

### health life company

HR generalist and office manager

1ST MAY 2020 - TILL PRESENT

- ◆ Administer compensation and benefit plans
- ◆ Assist in talent acquisition and recruitment processes
- ◆ Conduct employee onboarding and help organize training & development initiatives
- ◆ Provide support to employees in various HR-related topics such as leaves and compensation and resolve any issues that may arise
- ◆ Promote HR programs to create an efficient and conflict-free workplace
- ◆ Assist in development and implementation of human resource policies
- ◆ Undertake tasks around performance management
- ◆ Gather and analyze data with useful HR metrics, like time to hire and employee turnover rates
- ◆ Organize quarterly and annual employee performance reviews
- ◆ Maintain employee files and records in electronic and paper form
- ◆ Enhance job satisfaction by resolving issues promptly, applying new perks and benefits and organizing team building activities
- ◆ Ensure compliance with labor regulations

### Salam language school

French teacher

11TH NOV 2018 - 30TH APRIL 2020

## Education

### human resources professional diploma

Egyptian chamber of human resources management ( EGYCHAM , Nasr city ) - **Excellent**

2022

### Delf A1, A2

The French Institute, El Mounira - very good

2019

### Postgraduate: Professional Diploma in Special Education

Assuit university  
- very good

2019

### faculty of education French department

Assuit university - very good

2018

### ICDL

vision center , Assuit - very good

2017

### ic3

Assuit university - very good

2017

### French course

Assuit university - very good

2015

Skills

critical thinking  
leadership      problem-solving skills      Decision-making skills      A high level of patience      Active listening

Reference

References are available upon request

Language

English      French

Activities

leader in San George scout  
pianist