

WORK EXPERIENCE

Şişecam - Egypt Factory [January 2025– Present]

Egypt HR Business Partner

- *Advising compensation Strategy on pay structures and market competitiveness.*
- *Leading HR event management.*
- *Leading Employment Fairs.*
- *Designed and delivered targeted L&D programs to upskill employees, enhanced leadership capabilities, and support continuous learning culture.*
- *Partnered with senior leaders to align HR strategy with business objectives, driving organizational effectiveness and growth.*
- *Budget Management: Handling budgets, oversee procurement processes and ensure that office expenses are within the assigned budget.*
- *Assist in succession planning and career development programs.*
- *Led initiatives to optimize organizational structure, improve agility, and support business transformation*
- *Ensure the organization has the right skills and capabilities for the future.*
- *Act as a consultant to managers on employee relations issues.*
- *Promote a positive work culture and drive engagement initiatives.*
- *Handle conflict resolution and disciplinary actions when necessary.*
- *Guide managers in setting performance goals and conducting evaluations.*
- *Address underperformance and facilitate employee development plans.*

❖ **Fine Hygienic Holding - Egypt Factory**

HR General Services & Contracts Management Section Head [February 2023– December 2024]

- *Overseeing daily operations: managing the day-to-day operations of the organization and ensuring the smooth functioning of the office.*
- *Budget Management: Handling budgets, oversee procurement processes and ensure that office expenses are within the assigned budget.*
- *Record and document maintenance: Maintain office records, files, correspondence, and other documents.*
- *Communications management: Coordinate communication with stakeholders, clients, suppliers, and other outside organizations.*
- *Facility management: To ensure the office and facilities are in proper working order and the environment is safe, secure, and conducive to work.*
- *Develop, suggest new policies and procedures for the smooth functioning of the office.*

- *Strategic planning: To contribute to the strategic planning of the organization, provide input on the implementation process and monitor progress.*
- *Event Management: Leading Corporate Events and engagement activities (internal and external).*

General Manager HR Administration Assistant [April 2021– January 2023]

- *Planning and management of office services.*
- *HR event management*
- *Catering services management.*
- *HR operations support*
- *Ensuring office supply availability.*
- *Managing General Manager’s tasks.*
- *Ensure all Tasks done related to administrations tasks for the Management team.*
- *Developing in the daily operations tasks.*

Honey Well - New Cairo Site

Operations Facilities Supervisor

- *Managing hotel reservations and accommodation for client visitors*
- *Employees event management.*
- *Catering services management.*
- *Human resource management operations support*
- *Ensuring office supply availability.*

Facility Coordinator, Mars Wrigley - Egypt Factory [February 2018– October 2020]

- *Planning and management of several facility services on site.*
- *Ensuring quality and customer satisfaction in the delivery of the facility services*
- *Full compliance to the client’s standards, policies, and requirements*
- *Assisting in the management of a 30m+ EGP budget for facility services generating savings*
- *Management of the spend and quality of catering services ensuring meals are delivered on time with the right quality with no interruptions and minimal waste*
- *Conduct feedback surveys regularly with the management team to make sure that we aligned with the standards.*
- *Developing an action plan to improve the quality of the service based on customer feedback, internal audits, and reviews*
- *Managing operations and documentation of all audit certification (ISO, HACCP) requirements.*

Facility administrator, Mars Wrigley Egypt Account [May 2016 – February 2018]

- *Managing October factory reception*
- *Managing hotel reservations and accommodation for client visitors*
- *Client event management*
- *Catering services management*
- *Client human resource management operations support*
- *Ensuring office supply availability for the client*

❖ **Raya Holding**

Customer support representative [March 2013 – June 2013]

- *Technical support for iOS platform issues*

EDUCATION

- 2011 – 2015

Misr University for science and technology

Bachelor of Foreign Languages and Translation

SKILLS

- **Computer skills**
 - SAP Success Factor
 - Microsoft Office suite
 - ERP
 - Oracle Fusion
- **Languages**
 - English
 - French
 - Spanish
 - Turkey