

Yara Tarek Hassan
01127268944
6th of October city
Yaratarek1000@gmail.com

Objective

My major area of interest lies in the field of human resources. I'm confident that my experience will translate well into the position you are offering. I hold an HR Certificate and a Green HR Certificate from the American University in Cairo, an Employee Engagement Certificate from Cambridge University, AI Applications for HR from AUC, and a Soft Skills Certificate from UNESCO and Brainquil.

Education

I graduated from faculty of Commerce English section at Cairo University from 2016 to 2020

Grade: *very good with honor*

Continuing Education

AI Applications for HR Professionals from American University in Cairo

April-2025- June 2025

- Modules: AI Tools, R-T-F framework, and Application of AI in HR Functions

Green HR Certificate from American University in Cairo

Jan-2024- Feb 2024

- Modules: Green HR and Digital Transformation

Employee Engagement Certificate from Cambridge University

Jan-2023- Feb 2023

- Modules: promoting employee wellbeing, organization culture, and Mental Health (Stress and Anxiety).

Employee Engagement certificate from the Employee Engagement

July-2022- Oct 2022

- Modules: Determine your Organization's Engagement levels, Engagement Priorities, Engaging and generation, and Team Engagement.

Essential Development Program (EDP) From Brainquil

Aug 2022- Sep 2022

- Modules include Getting Things Done, Self-Deep Dive, and the Gold of Dessert

Human resources certificate from American University

Aug 2020- Oct 2021

- Modules include organization behavior, recruitment & selection, compensation and benefits, performance appraisal, and labor law, learning and development, and strategic management.

Soft skills certificate from UNESCO

Jun 2018 -Feb 2019

- Modules include Human development, body language, presentation skills, communication skills, and iceberg training.

ICDL certificate from E-planet

Jan 2017- Apr 2017

- Modules include information technology, Microsoft window, word, Excel, Access, PowerPoint, and internet.

Work Experience

PAFT Company

HR & Admin Section Head – Dec 2024

- **Implement the HR system** and resolve technical issues within the ERP platform.
- **Develop and execute** creative initiatives for **employee engagement** and events.
- Work closely with Top Management for **changing culture** and drive performance management system.
- Manage the **full payroll process**, ensuring accurate calculations for overtime, leaves, loans, and other payroll-related components.

- Handle the end-to-end **recruitment cycle** for critical positions.
- Deliver comprehensive **orientation programs** for new employees.
- Conduct **Training Needs Analysis (TNA)** to identify and address training requirements.
- Oversee the **Performance Management cycle**, ensuring timely evaluations and feedback.
- Generate and **implement innovative** ideas for the **Facilities department**.

BariQ Company- Intro group

Acting As HR & Facilities Supervisor - Promotion

- Oversee and resolve any technical issues within the **ERP system**.
- Develop and implement creative ideas for **employee engagement and events** (e.g., Birthdays, Cycling Day, Employee of the Month, International Women's Day, Mother's Day).
- Create and design an **internal newsletter** on a quarterly basis, along with issuing any **internal announcements**.
- Manage the **recruitment cycle** for critical positions.
- Conduct training needs analysis (**TNA**) to identify training requirements.
- Administer **the payroll process**, ensuring accurate calculations for overtime, leaves, loans, and other payroll-related matters.
- Oversee the **Performance Management** cycle.
- Prepare and manage necessary **documentation for audits**.
- Generate and **develop innovative ideas related to the Facilities department**.

HR Specialist- Promotion

- Assist in HR System implementation.
- Responsible for all new creative ideas related to employee engagement or events (Birthday, Cycling Day, Employee of the month, International woman day...)
- Create New company's policies.
- Follow up probation periods to proceed with termination if required.
- Create /update job descriptions by conducting job analysis interviews with representatives from each job.
- Responsible for all training needs analysis (TNA)
- Handle payroll process in relation to overtime, leaves, loans and other calculations to insure the completion and the correctness of the payroll cycle.
- Responsible for Performance Management cycle.

HR Senior Administrator 16 /1/2022

- Assist in HR System implementation.
- Responsible for delivering orientation program for new employees.
- Create/update job descriptions by conducting job analysis interviews with representatives from each job.
- Assists in preparation of the company's training calendar and follow up on the training calendar execution.
- Arranger all training elements and coordinates different related work resources.
- Assists in conducting training evaluation levels
- Oversee the administration of office attendance
- Handle payroll process in relation to overtime, leaves, loans and other calculations to insure the completion and the correctness of the payroll cycle.

Alfa Omega Egypt- Garment factory

Senior OD 30 /6/2021-31/12/2021

- Collects feedback and evaluation from interviewers after the interviews and files them according to procedures.
- Responsible for delivering orientation program for new employees, and explain the company's vision, goals, values, and policies.
- Support in conducting exit interviews and investigations for departing employees to ensure that the valid reasons are captured through the process.
- Follow up probation periods to proceed with termination if required.
- Continuously updating the organizational structure.
- Create/update job descriptions by conducting job analysis interviews with representatives from each job.
- Assists in conducting training needs analysis (TNA)
- Arranger all training elements and coordinates different related work resources.

Alfa Omega Egypt- Garment factory HR Specialist 1/1/2021-1/6/2021

- Oversee the administration of office attendance log/ time and attendance system.
- Maintain all personnel records and ensure they are updated accordingly/ electronic filing system.
- Handle the medical insurance policy for all employees.
- Handle all hiring & termination procedures of employees: (contracts, medical insurance procedures, hiring documents, any termination related internal documentation; signed resignations, social insurance forms 1, and 6).
- Monitor employees' database system by recording and updating hiring, resignations, transfers in order to ensure accurate database
- Follow up with newly hired staff on the required hiring papers..
- Handle payroll process in relation to overtime, leaves, loans and other calculations to insure the completion and the correctness of the payroll cycle.

Course valley

HR Trainer 1/9/2020- 1/2/2021

- Explain the recruitment and selection process and learning & development function.

National Bank of Egypt (internship)

Customer service 1/8/2019- 15/9/2019

- Support customers by providing helpful information, answering questions, and responding to complaints, and ensure that all customers are satisfied with products, and services.

League of Arab States (internship)

Human resources 1/3/2017- 1/6/2017

Support organization directors by establishing a recruiting, interviewing program, and coordinate the administrative functions of an organization. Responsible for OD department

Activity and volunteer experience

X project- student activity at Cairo University

Human resources head 1/8/2018- /1/6/2019

Enhances the organization's human resources by planning, implementing, and evaluating members. Maintains the work structure by updating job requirements and job descriptions for all committees and preparing for training programs.

Focus- student activity at Cairo University

Human resources head 1/6/2017- 1/10/2017

I was responsible for recruiting, screening, and interviewing participants. Responsible for performance appraisal for all heads and directors.

Scout group at Giza Leader

15/9/2013- 1/12/2016

I was responsible for organizing the activities of the group, plan for the youth members (the Scout program).

Volunteer at 57357 Hospital

Member in happiness department 2016

Skills

- **HRIS Implementation: ERP Systems (SAP, HITS)**
- **Data Analysis & HR Metrics**
- **MS Office Suite (Excel Advanced Functions, PowerPoint)**
- **Photoshop & Video Editing**
- **Active listening**
- **Time management**
- **Problem solving**
- **Presentation**