

# Shahinaz Ibrahim Abd ELFattah

5<sup>th</sup> Settlement-New Cairo

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D.O.B:5th November 1973

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## Career Summary

Energetic, self-starter and dependable Human Resources Professional with proven success in Leadership, Talent Management, Employee Relations, Organizational Development, and Change Management. Demonstrated ability to act as a change agent and influence internal and external stakeholders to support innovative business and cultural changes.

Fluent in Arabic and Very Good in English

## Key Skills and Abilities

- Overall responsibility of man power planning and recruitments.
- Developing the induction programs for the new recruits.
- Working out the compensation plan and policies.
- Conducting researches to study the current compensation trends in the market.
- Developing the HR plans and policies
- Coordinating with finance department for processing of payments to employees.
- Establishing a proper organizational structure.
- Developing and implementing disciplinary policies.
- Developing and implementing employee welfare policies.
- Developing the exit process for the employees.

## Education

### **Diploma of Business Information Technology** (Postgraduate)

Helwan University- Faculty of Computers & Information

2008\ 2010 V.Good

### **Mini MBA**

WARNBOROUGH College-England

2010

### **B.Sc. Agriculture Sciences**

Cairo University

1997 Good

## Professional Development

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- Human Resources Diploma from Cambridge
- PHRi “Professional Human Resources International”
- Oracle e-Business H.R.
- Many Workshops in H.R.
- Communication Skills
- Training Specialist Professional Program
- Training Profession Techniques & Tools
- Skills Development Training Specialist
- Total Quality Management Diploma (T.Q.M)
- Creativity and Innovation in Problem Solving
- Business Writing Skills
- Train of The Trainers (T.O.T) Diploma
- Train of The Trainers (T.O.T) Course
- MCT (Microsoft Certified Trainer 2008 Till 2011)
- MS Project 2002, 2003, 2007

## Employment History

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May2024 – Till Current  
HR Manager,  
Samaa Group \_ Morasalaty  
[www.morasalaty.com](http://www.morasalaty.com)



April2019 – February2024  
HR & Admin Manager,  
E90 Digital Agency  
[www.e90digital.com](http://www.e90digital.com)



February2019 – February2024  
HR & Admin Manager,  
Dar Molhimon  
[www.darmolhimon.com](http://www.darmolhimon.com)



January 2018 – February 2019

HR Manager,  
Soft click  
[www.soft-click.net](http://www.soft-click.net)



July 2016 – November 2017

HR & Admin Manager,  
Bitel EMEA&PaySky.Inc  
[www.Paysky.io](http://www.Paysky.io)  
[www.bitelemea.com](http://www.bitelemea.com)



Nov.2014 – June 2016

HR & Admin Manager, Smaris for Information Technology  
[www.smaris.net.sa](http://www.smaris.net.sa)



May 2013 – October 2014

HR Manager, e-motion Digital Creative Agency  
[www.e-motionegypt.com](http://www.e-motionegypt.com)



May 2013 – December 2017

Recruitment Manager, Top Line for web Service

December 2012 – May 2013

HR Manager, Top Line for web Services  
[www.tl4s.com.sa](http://www.tl4s.com.sa)



December 2011 – November 2012

HR Manager & Assistant Executive Director for Management, Dimofinf for Web  
Technology  
[www.Dimofinf.net](http://www.Dimofinf.net)



July 2008 – January 2010

Senior HR & Training, Al Dakahlia Sweets Factories (Cairo Branch)  
[www.aldakahlia sweets.com](http://www.aldakahlia sweets.com)

October 2005 – June 2008

Trainer & Training Specialist, M.T.I University  
[www.mti.edu.eg](http://www.mti.edu.eg)



March 2005 – March 2006  
Trainer, Raya Academy

