

I am writing to express my interest in being part of the Human Resources department in your reputable organization. I have worked in various administrative positions in Egypt and Canada. My experience included secretarial, office management, procurement and Human Resources positions. During which, I have received rewards and recognition for my performance on several occasions.

In the past 4 years, I have worked as a Human Resources Generalist. I have done a detailed compensation analysis leading to higher retention of employees and thus reducing the cost of recruitment. I have the knowledge of different HR principles and practices as well as developing policies and ensuring their implementation. Consequently, that resulted in a reduction in employment liabilities and employee relations issues.

Moreover, I have a demonstrated ability in building positive working relationships at all levels. Given that I meet all the requirements for the posted job vacancy, I believe that I will bring reliability, professionalism and dedication to this position.

Thank you for your consideration.

**Rania Youssef Abdallah**

# Rania Youssef Abdallah

## Career Objective:

To obtain a responsible position within the Human Resources department in a well-established organization that values loyalty and hard work.

## CORE COMPETENCIES:

- Excellent interpersonal skills and ability to work as a team player
- Facilitating meetings with stakeholders, and the ability to conduct effective briefings and/or presentations, develop consensus both internally and externally.
- Ability to lead, pro-actively adapting to change while motivating, developing, inspiring and empowering others and consistently acknowledging and appreciating team member's contributions.
- Ability to effectively communicate written and verbal with a variety of audiences (i.e. client, business and technical audience, senior management and team members).
- Ability to resolve problems or conflicts efficiently while dealing professionally with confidential information.
- Ability to juggle conflicting priorities, manage and prioritize workload independently within a team environment.

## EMPLOYMENT RECORDS:

**Company: Noor British International School  
Cairo, Egypt**

**Position: HR Generalist/ School Coordinator/ Administrative Deputy**

**Period: March 2013 to Date**

## Assigned Duties and Responsibilities:

### HR Generalist Duties:

- Implement the Aims and Policies of the School and reaffirm them regularly.
- Managing the day to day HR activities of the HR Department.
- Conducting Job Descriptions for all academic and administrative jobs in the school.
- Establishing, along with the School's Board of Directors Members, the school's internal regulations handbook.
- Responsible for managing the administration of the HR policies and procedures.
- To assist and participate in the continuous improvement process.
- Handling employees HR queries.
- Responsible for the recruitment and selection process for all school vacancies.
- Data entry and calculating of payments to employees, i.e. regular pay, overtime and other additional earnings as deemed appropriate.
- Ensure pay data information is compliant with company policy and regulations.

- Verify attendance, hours worked and pay adjustments for payroll accuracy.
- Issue and record adjustment pay entries related to any previous recording errors and retroactive pay.
- Organizing teachers' professional development workshops.

**School Coordinator Duties:**

- Coordinating with the British Council in regards to any administrative or academic updates or instructions given to schools.
- Registering the students for examinations with Cambridge and Edexcel universities.

**Administrative Deputy Duties:**

- Attend school exhibitions as part of the school's marketing plan.
- Responsible for responding to requests for information about the school from new parents.
- Responsible for assisting parents in regards to any complains related to academic or behavioral issues. Adheres to and enforces board policy, school guidelines.
- Directs and arranges the covering of classes during the school day.
- Responsible for managing the fleet and following up on the performance of the fleet manager, drivers and bus supervisors.
- Establish procedures for providing of materials and supplies necessary to support the school operation.
- Working closely with the principal on a daily basis to ensure the smooth overall operation of the school.
- Supervises the general maintenance and management of the building and grounds, furniture, equipment.
- Assists in supervision of special events.
- Communicates relevant policies and procedures with regard to student discipline, conduct, and attendance to students, staff, and parents.
- Assists in the development and administration of policies dealing with discipline, conduct, and attendance and enforces guidelines to maintain proper discipline and conduct.
- Handles students' attendance problems.
- Maintains an effective and safe school environment.

**Company:** Medi-Chair Calgary  
Calgary, AB, Canada

**Position:** Purchaser

**Period:** October 2008 to November 2010

**Assigned Duties and Responsibilities:**

- Execute implementation allocations per the Buyer's Assortment Plan
- Execute Vendor replenishment and assess ongoing productivity
- Complete Merchandise transfers and consolidations based on performance
- Ensure accurate and timely entry of data for P.O. issuance
- Confirm Purchase Orders received by vendors
- Enter accurate data input for all new product listings

- Perform entry of all new product listings for product style creations, UPC linking and benefits and features attributes
- Create Purchase Orders in the system.
- Forward approved Purchase Order to vendor
- Help co-ordinate purchasing and distribution
- Data enter the chosen markdowns into the in house computer system
- Resolve any store problems relating to product markdowns, marketing initiatives, inventory turns & vendor discrepancies
- Replenish Inventory
- Assist with cycle counts and inventory counts

**Company: Hudson Group - Transportation and Retail Specialists  
Calgary, AB, Canada**

**Position: Office Manager**

**Period: May 2007 to September 2008**

**Assigned Duties and Responsibilities:**

- Data entry for purchase orders, database maintenance and
- Purchase order creation, transmission, confirmations, and downloading.
- General office work, including phone calls, letters, faxes & filing.
- Assist in conducting interviews and hiring new candidates.
- Promotional billing, collections, and record keeping.
- Performing float verifications, spot checks, verification of end-of-shift cash reconciliation's, and deposits.
- Performing daily reconciliation for all previous day's deposits and entering the summary sales on daily basis.
- Run daily reports (ex: shortages / overages, net sales...etc.)
- Completing receiving procedure by calculating the margin of profits.
- Run weekly reports (incl. receiving, markdowns, weekly summary sales, profit...etc.) as well as submitting all weekly reports and documents to the head office

**EDUCATIONAL QUALIFICATIONS:**

- High School Diploma - Ramses College for Girls.
- B.A. Degree in English Language -Faculty of Al-Asun.

**POST GRADUATE COURSES:**

- Advanced TESOL Certificate
  - Foundation TESOL Certificate.
  - TESOL Specialization (Teaching English Grammar as a Second Language).
  - International English Teacher License (TESOL)
- Foundation Certificate in Human Resource Management- American University in Cairo.
- Career Certificate in Human Resource Management - American University in Cairo (AUC)

**COMPUTER SKILLS:**

- CADD System Management.
- MS Office
- Simply Accounting
- Sage Business Visions

**LANGUAGES SPOKEN:**

- Arabic (Mother Tongue)
- English (Fluent)
- French (Basic)

**PERSONAL DATA:**

Date of Birth: March 01, 1980  
Nationality: Egyptian/ Canadian  
E mail: raniayousef80@hotmail.com  
Telephone: 02-26350447 (Res.) / 0100-2942573 (Cell/Mobile)