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Summary:

Experienced HR executive & supervisor with more than 10 years of experience in human resources in different fields specially in talent acquisition processes and recruitment for different industries.

Work experience:

HR Business Partner at Al-Amal Al-Sharif Plastics

Job responsibilities:

- Ensure proper implementation of the recruitment system and selection criteria, including recruitment rules and procedures.
- Updating and providing executives and heads with selection methods and techniques.
- Develop and maintain relationships with various recruitment sources.
- Updating and enhancing Al-Amal Al-Sharif database used for recruitment purposes.
- Interviewing and evaluating candidates for recruitment purposes.
- Participate in the development and updating of new selection tools and measurements.
- Ensure that all new hired are fully equipped and informed about their jobs and receive the orientation programme.
- Provides regular reports on workforce status, employee turnover, and recruitment sources to HR Director.
- Implement human resources policies and procedures with regard to promotion, evaluation and training within the scope of work.
- Participation in the development of the communication policy and employee relations of Al-Amal Al-Sharif Company.
- Implementation of the relations and participation initiatives of Al-Amal Al-Sharif employees in accordance with the approved work plan.
- Dealing with employee complaints and exit interviews, and providing continuous reports that include recommendations.
- Improving the work environment and ensuring that the work areas are up to the required level.
- Participation in the human resources committee for job evaluation.
- Implement corrective actions based on internal audit reports.
- Participate in the effective implementation of the performance management system.
- Participation in the development of the annual training plan based on the needs of individuals.

Achievements:

- Managing HR operational activities for 5 divisions in Al-Amal Al-Sharif Plastics (commercial, finance ,HR , internal audit & strategic planning).
- Creation of 40 different job profiles in addition to completing job evaluations for 30 positions.
- Setting man-power plan for the five divisions.
- Processing the staffing policy and hiring for more than 80 new employees during 9 months.

HR Manager at Go Green Investments

Job responsibilities:

- Maintain the work structure by creating and updating organization chart , job requirements and job profiles for all positions.
- Maintain management guidelines by preparing, updating, and recommending human resource policies and procedures.
- Maintain organization staff by establishing a recruiting and selection process, identifying hiring requirements, counseling managers on candidate selection.
- Maintain organization staff by establishing a recruiting, testing, and interviewing program; counseling managers on candidate selection; conducting and analyzing exit interviews; recommending changes.
- Implement and work on performance management system including performance appraisal process.
- Responsible for training needs analysis and setting training plan.
- Assess training needs to apply and monitor training programs.
- Maintain a pay plan by conducting periodic pay surveys; scheduling and conducting job evaluations; preparing pay budgets; monitoring and scheduling individual pay actions; recommending, planning, and implementing pay structure revisions.
- Manage the monthly payroll process.
- Maintain employee benefits programs and assessing benefit needs and trends.
- Completes human resource operational requirements by scheduling and assigning employees; following up on work results.
- Manage a team of 3 specialists.

Achievements:

- Created & built a performance appraisal system.
- Created job profiles for all existing jobs (job analysis & job descriptions)
- Created & operated training & development plan, for technical and interperational skills.
- Building policies & procedures from scratch

HR Operations Manager at Qmind Human Capital Management

Job responsibilities:

- Conduct advice to the decision makers concerning organizational development and suggest the solutions based on the company's vision to achieve the business goals as a business consultancy representative.
- Design and Implement policies and procedures and provide guidance and interpretation to staff.
- Employee Relations: point person for all staff regarding HR matters.
- Assist with the recruitment team the recruitment cycle of new employees, including placing advertisements, developing contacts with recruiting sources, conducting interviews, consulting with internal hiring managers and managing orientation and onboarding process.
- Prepare monthly attendance and payroll.
- OD functions including the companies' organizational structure and allocating human resources efficiently.

- Conduct training needs analysis and find appropriate cost effective solutions & prepare training schedule for HR accounts.
- Maintain all personnel files including annual balances, sick leaves, hiring documents and social insurance.
- Monitor & analyze data including turnover rates, absence and equal opportunities information & reporting to line managers with recommendations for future action.
- Conduct investigations and attend formal hearings in all employees' relation matters ensuring all are dealt with speedy and equity manner, including discipline actions, grievance, absence control, harassments, etc.
- Perform job profiles (job analysis & job description).

Achievements:

- Account management of 2 real estate accounts .
- Built the structure of a real estate startup as follows:
- Built the organization structure, hire the needed team upon the agreed hireracy.
- Created job profiles (job analysis, job description)
- Built a grading system for both accounts.

Senior Talent Management Specialist at ASEC

Job responsibilities:

- Responsible for design, implementation and execution of talent management programs across the organization as ASEC workspace, assessment center, internal trainer program and succession planning.
- Design and deliver training on Talent Management processes for employees and managers.
- Conduct competency profiling and other needs assessment methods to identify and prioritize organizational development needs.
- Coordinate and improve talent management processes related to recruitment, assessment, on-boarding, performance management, training & development.
- Work on the competency based assessments for ASEC employees.
- Coordinate training courses.

Achievements:

- Built and operated talent management as a startup department in the organization by:
- Built the performance management system
- Operated the performance appraisal process for 3500 employees.
- Created soft skills training plans
- Responsible for creating assessment center, by preparing tests, assign tests to target groups and operate the assessment center with recruitment department.
- I was a successor for the talent management manager
- Supervise 4 specialists

Senior Recruitment Specialist at Arab Swiss Engineering Company "ASEC"

Job responsibilities:

- Work with the recruitment supervisor and line managers in developing the company manpower plan based on the organization strategic objectives.
- Perform job profiles (job analysis & job descriptions) for Supply Chain Division
- Develop and maintain contacts with different recruitment sources, communities and campuses.
- Develop a pool of qualified candidates in advance.
- Research and recommend new sources for active candidate recruiting.
- Utilize the internet for recruitment.
- Screen all the resumes and exclude the non-qualified applicants..
- Identify staff vacancies, prepares the short lists and interviews applicants.
- Prepare and arrange with the department heads all the technical interviews procedures.
- Perform difficult staffing duties, including medical checkup and offering letter.
- Ensure that new comers are full equipped, acquainted with their jobs through communication with all functional areas before and after employees hired.
- Effectively conduct the orientation program for all new comers.
- Prepare the monthly hiring sheet with the new hired employees and adding their data on HR system.
- Provide regular reports to HRD and Operation Manager.

Achievements:

- Created and worked on competency based interviews.
- Shared in foundation of the organization competency model.

Recruitment Specialist at Arab Swiss Engineering Company "ASEC"

Professional Certifications:

January 2015 – August 2016 Human Resources professional certificate from American University in Cairo.

Educational background:

2009- Graduated from the faculty of Arts, department of mass communication, Ain Shams University with grade Good

2005- Graduated from Futures Language Schools, Nasr City with grade %90

Languages proficiency:

Arabic Native proficiency
English Excellent proficiency
French Elementary proficiency

Training courses:

- Building effective teams training course.
- Job analysis and job description workshop.
- Negotiation skills training course.
- Coaching training course.
- Communication & interpersonal skills training course.
- Time management training course.
- How to conduct in depth interview workshop.

Undergraduate Experience

- Human Resources management course in ICE “International Center for etudes”.
- CIMAL (Cairo International Model Arab League), Media department AUC.
- TV presenter with Egyptian radio and TV union institute Under the Middle East Center.
- ICDL course.
- Training in Nile news Channel, channel 1 in Egyptian TV &Middle East Radio Channel.

Personal Data

Nationality : Egyptian
Date of Birth : 17/5/1988
Marital status : Married