

Samuel Yahia Shehata Habib



Dedicated Human Resources professional bringing (10) years of expertise in benefits administration, recruitment, and staff training and development. Talented in bridging gaps between labour forces and management to achieve objectives. Driven and decisive with passion for building and retaining highly effective teams.

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📍 Dubia Internet City, Dubai, United arab emirates

WORK HISTORY

December 2018 to May 2021

Human Resources Generalist

Bin99, Hurgahda , Egypt

- Handled on-boarding process for newly hired employees, including distributing paperwork.
- Updated HR database with new employee information, changes in benefits and other details on daily basis.
- Oversaw exit interviews and off-boarding process for resigned and terminated employees.
- Answered questions from employees regarding health benefits and retirement plan options in person, over phone and by email.
- Prepared all human resource documentation, including new hire letters, employee contracts and corporate policies and procedures.
- Organized company-wide events designed to boost employee morale.
- Ensured training credentials and regulatory compliance for 177 employees.
- Performed various administrative functions, including filing paperwork, delivering mail, sorting mail, office cleaning and bookkeeping, maintaining tidy and organized office.

June 2015 to November 2018

Senior Human Resources Officer

Rashachic Company, Kuwait, Kuwait

- Experience of working in team environment.
- Maintain employment records related to events such as hiring, termination, leaves, transfers,
- Payroll system: (salaries, vacation, memos)
- Interpret and explain human resources policies, procedures, laws, standards solutions.
- Hire employees and process hiring-related paperwork.
- Inform job applicants of details such as duties and responsibilities, compensation, benefits, schedules, working condition.
- Auditing on the Finger Print for the employees.
- Follow the residencies work papers for the employees.
- Filling System.
- Implement And Maintain Office Systems.

SKILLS

- Advanced communication skills
- Operations Management
- Recruitment
- Report writing
- Performance evaluation
- Labour agreements
- Marketplace Channel Management
- Payroll management
- Data analyzing
- Policies
- Organizational development
- File and records management
- Employee relations
- Personnel

EDUCATION

October 2010

Certificate of Higher Education Faculty Of Law

Beni-suef University, Egypt

LANGUAGES

Arabic:

Native language

English:

Advanced

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- Preparing periodical reports needed for the management.
- Preparing and handle all company license.
- Provided managers and employees with up-to-date advice on a wide range of employment relation issues including performance management, employee absences, and disciplinary matters.

June 2014 to June 2015

Operation Officer

Al-Yasra Fashion, Kuwait, Kuwait

- Facilitating cross-channel feedback from customers and employees to management and executive teams.
- Working with team leaders, managers and department heads to learn departmental needs and goals.
- Ensuring that all activities conform to local, federal, industry and company standards.
- Observing, reviewing and analyzing processes to identify inefficiencies and areas where improvements could be made.
- Designing and maintaining clear operational guides to ensure consistency of operations.
- Delivering reports to department heads, management teams and boards of directors to provide insight into the overall efficiency of the organization.
- Collaborating with management and executives to set departmental and organization-wide goals.
- Delivered exceptional customer service to grow business, resolve issues and maximize customer experience.

July 2010 to January 2014

Human Resources Officer

Maureen Agricultural investment , Egypt, Egypt

- Facilitating cross-channel feedback from customers and employees to management and executive teams.
- Working with team leaders, managers and department heads to learn departmental needs and goals.
- Maintain employment records related to events such as hiring, termination, leaves.
- Payroll system: (salaries, vacation, memos...).
- Hire employees and process hiring-related paperwork.
- Inform job applicants of details such as duties and responsibilities, compensation, benefits, schedules, working condition.
- Auditing on the Finger Print for the employees.
- Filling System.
- Implement And Maintain Office Systems.
- Preparing periodical reports needed for the management.
- Coordinated training and handled logistics and administrative tasks.

SWIMMING,ANIMAL CARRING,MUSIC

Swimming make me full power all the time if i have time i swim for half an hour at least,I have my own cat Soka,Music make me happy all the time and remove any pressure