

# Dalia Essam El-Din Abd Allah

Head of Human Recourses Department



## EXPERIENCES

Head of Human Recourses Department | KAYAN for Contracting - Al-Qal3a - Al Ahram Manufacturing

2018 - 2024 | Cairo - El Obour

responsible for the policies, activites, and staff of the HR department. They contribute to the overall company strategy by advising the board on the HR implications of its decisions

Recruitment - Payroll- Training -law -C&ben - est..

Human Recourses Manager | MAXLISS Middle east professional

2016 - 2018 | Cairo

management, and company culture initiatives as requested. Work collaboratively to post new job opportunities as needed. Maintain policies and procedures for hiring, training, compensation, employee benefits, labor relations, and personnel information

Human Recourses Manager | The Egyptian Office for Contracting

2014 - 2016 | Cairo

Developing and implementing HR strategies and initiatives aligned with the overall business strategy

Bridging management and employee relations by addressing demands, grievances or other issues

Managing the recruitment and selection process

Human Recourses Manager | El Baron Language School

2013 - 2014 | Cairo

management, and company culture initiatives as requested. Work collaboratively to post new job opportunities as needed. Maintain policies and procedures for hiring, training, compensation, employee benefits, labor relations, and personnel information

Human Recourses Manager | Super Light For Import and Export

2011 - 2013 | Cairo

management, and company culture initiatives as requested. Work collaboratively to post new job opportunities as needed. Maintain policies and procedures for hiring, training, compensation, employee benefits, labor relations, and personnel information

HR Generalist | The Egyptian Food Bank

2008 - 2011 | Cairo

## Personal Info

Date of birth:

6/7/1984

Marital status:

Married

Nationality:

Egyptian

## Languages

• English (Very Good)

• (Begginer)

## EXPERIENCES

Assist in developing and executing personnel procedures and policies, and provide guidance and interpretation for business operations  
Participate in development of HR objectives and systems, including metrics, queries, and ongoing reports for company requirements  
Assist in administering benefits, compensation, and employee performance programs  
Suggest new procedures and policies for improving employee experience as well as the efficiency of HR department and company  
Ensure compliance with local and national regulations and applicable employment laws, and update policies and procedures when necessary

HR Manager Assistant | TEAM MISR

2005 - 2008 | Cairo

responsible for various administrative tasks, maintaining employee records, and helping with recruitment and payroll processes. They provide support in the following areas: Recruitment and selection. Employee records and documentation

## Education

Al-Gazira Academy, Cairo,

Bachelor of Computer and information management system (Business Administration ), 2005

EgyCham Ain Shams University, Cairo,

Human Recourses Diploma 2023, 2024

HRIC, Cairo,

Human Recourses Diploma 2018, 2018

Acerta Middle East, Cairo,

Certified ISO 9001-2018 and 45001-2018 internal auditor "Acerta Middle East for inspection ,Certification and Training, 2022