

# A`laa Mahmoud Maher

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Date Of Birth: ٢٨ NOV ٢٠٠٠.

## Profile:

A highly organized and detail-oriented HR and Administrative professional with three years of experience in the retail sector, boasting a proven track record in coordinating office operations and managing HR functions such as recruitment, on boarding, employee relations, and HR software utilization. My skill set extends to project management, financial tracking, customer relationship management, and marketing. As a resourceful and adaptive team leader, I excel in leveraging excellent organizational and communication abilities to drive results. Now seeking to leverage this expertise into a leadership role as a results-oriented strategic planner.

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## Competencies:

Talent Acquisition - Employee Relations - Performance Management - Training & Development - Compensation & Benefits - HR Compliance - Diversity & Inclusion - Change Management - Organizational Assessment - HRM Audit-Key Performance Indicators- Create performance management system-Performance Test Management- Strategic Planning-Manpower planning - create Standard Operating Procedure (SOP) - create Organizational Charts - Competency-Based Training-Performance Appraisal- Create performance management system-Competency-Based Training - Leadership Development - Strategic Planning -OD Modeling design & Assessment- Organizational Effectiveness- Cultural Transformation - Office Management - Strategic Change Management - Budget Management - Documentation & Record-Keeping - Project Coordination -Strategic Change Management .

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## Education:

BACHELOR OF BUSINESS (٢٠٢٢) | AIN SHAMS UNIVERSITY | ACCOUNTING MAJOR |  
GRADE: GOOD

## **LICENSES & CERTIFICATIONS:**

### **- OD (Organization Development) Diploma – Egycham**

**Grade: Excellent: Nov ۲۰۲۴**

Specialized in organizational design, cultural transformation, and change management. Gained expertise in leadership development, workforce planning, and implementing OD models to improve organizational efficiency and employee engagement. Skilled in organizational transformation, business development, people development, and organizational effectiveness.

### **-Advanced Human Resource Management Diploma – Egycham**

**Grade: Excellent: Nov ۲۰۲۴**

Gained comprehensive expertise in advanced HR functions, including job analysis, recruitment, performance management, and compensation strategies. Skilled in strategic HR planning, competency-based training, HR project management, and metrics analysis. Proficient in organizational design, HR audits, and implementing systems to enhance organizational efficiency. Demonstrated expertise in change management, HR consulting, and business performance optimization, with a strong focus on compliance and aligning HR strategies with organizational.

### **-Human Resource Management Diploma – Egycham Sep ۲۰۲۴**

**Grade: Excellent.**

- **Comprehensive HR Insights:** Gained in-depth knowledge of fundamental and advanced HR functions essential for effective organizational management, covering key topics such as job analysis and job description creation.
- **Talent Acquisition & Recruitment:** Differentiated between Talent Acquisition and Recruitment & Selection, understanding the strategic approach to attracting and securing the right talent versus the operational aspects of hiring.
- **HR Planning & Performance Indicators:** Explored strategies for managing labor surpluses and shortages, emphasizing HR planning and the alignment of human resources with business goals using performance indicators.
- **Strategic Importance of HR:** Analyzed HR's role in gaining competitive advantage and its evolutionary path, providing a broader perspective on HR's strategic importance within organizations.

- **Career Path & Selection Skills:** Examined the HR career path, essential skills, and potential pitfalls such as selection mistakes. Acquired practical skills in CV filtration, selection tools, and conducting effective interviews, including candidate evaluation techniques.
- **Job Advertising & Compensation:** Learned to create compelling job advertisements, extend professional job offers, and understand various compensation types and benefits, including conducting salary surveys and developing salary scales.
- **Training & Development:** Covered the complete training process, from Training Needs Analysis (TNA) to design and evaluation, ensuring alignment with organizational needs.
- **Labor Law Knowledge:** Studied Egyptian Labor Law, including regulations related to women and children in the workforce and the legalities surrounding the termination of employment relationships.
- **Payroll Management:** Gained practical knowledge in payroll management, including social insurance, taxes, and payroll processing, ensuring a comprehensive understanding of the financial and legal aspects of HR management.

## - HR Diplomas Activity by HRCI & SHRM

Completed all sessions and workshops focused on HR best practices.

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## Experience:

### -PURCHASING SPECIALIST AT ADVERTISUP: (FROM JUL ۲۰۲۴).

- **Supplier Identification & Evaluation:** Identify and evaluate suppliers for Below-the-Line (BTL), Through-the-Line (TTL), and Above-the-Line (ATL) marketing materials and services. Negotiate contracts to secure favorable terms and ensure timely procurement of materials to meet campaign deadlines.
- **Budget Management:** Monitor and manage the purchasing budget, track expenditures, and ensure alignment with financial goals. Prepare reports on budget utilization and identify cost-saving opportunities.
- **Vendor Relationship Management:** Build and maintain strong relationships with vendors, manage their performance, and promptly resolve any issues or disputes to ensure quality and timely delivery.
- **Collaboration with Marketing Team:** Collaborate with the marketing team to procure materials and services needed for campaigns. Conduct market research

to identify cost-effective solutions and provide recommendations based on market trends and supplier performance.

- **Compliance & Record-Keeping:** Ensure all procurement activities comply with agency policies and legal requirements. Maintain accurate records and prepare detailed reports. Communicate effectively with internal teams and external vendors to align procurement with campaign goals.

#### -HR FREELANCE ONLINE RECRUITMENT:

- **Candidate Sourcing & Evaluation:** Proficient in utilizing various online platforms and tools to identify, attract, and evaluate candidates, ensuring strong alignment with client needs and organizational culture.
- **Tailored Recruitment Strategies:** Developed and implemented customized recruitment strategies to enhance the hiring process and improve candidate quality.
- **Candidate Alignment Assessment:** Conducted thorough evaluations of candidates to ensure alignment with client requirements and organizational culture.

#### - ADMINISTRATION AT ALSHAYA GROUP: (FROM DEC, ٢٠٢١ TO MAY ٢٠٢٤)

- **Cash Handling & Accounting:** Executed all cash handling and accounting responsibilities with meticulous attention to detail, ensuring secure, accurate, and timely transactions.
- **Error Prevention & Operational Integrity:** Proactively identified and prevented administrative errors and cash losses by conducting daily audits and follow-ups, maintaining operational integrity.
- **Accident & Crime Investigations:** Conducted thorough investigations into accidents and incidents, analyzing root causes, recommending corrective actions, and documenting findings in comprehensive reports.
- **Attendance Tracking & Compliance:** Developed and maintained employee attendance reports to ensure adherence to company policies and regulatory compliance.
- **Financial Reporting:** Generated detailed reports for the accounts department, providing insights into employee compensation components, including holiday and sick pay allocations.
- **Payroll Processing Support:** Assisted HR with processing payroll records, meticulously rectifying timekeeping discrepancies to prevent delays in employee compensation.

- **Clerical & Administrative Management:** Independently managed various clerical and secretarial duties, ensuring efficiency and accuracy in routine office operations.
- **Inventory Operations Management:** Oversaw incoming inventory operations, providing staff guidance on quality control procedures, optimal storage practices, and effective merchandising strategies.
- **Team Development & Training:** Spearheaded recruitment, training, and development initiatives for the store team, utilizing E-learning platforms, induction packs, and regular performance reviews.
- **Documentation & Filing System Maintenance:** Maintained a well-organized and updated office documentation and filing system, ensuring easy retrieval of information and compliance with record-keeping standards.
- **Executive Scheduling:** Managed complex schedules for the executive team, ensuring effective scheduling of meetings and appointments while minimizing conflicts.
- **Administrative Systems Implementation:** Implemented and maintained efficient administrative systems, resulting in improved workflow and increased productivity.
- **Organizational Management:** Organized computer files, sensitive documents, and office supplies, contributing to a streamlined work environment.
- **Training & On-boarding:** Conducted training sessions for newly hired employees on company procedures, standards, and goals, fostering a knowledgeable workforce.
- **Document Drafting & Correspondence:** Utilized MS Office Suite to draft documents, correspondence, and reports, ensuring accuracy and adherence to company guidelines.
- **Statistical Analysis:** Leveraged Excel to generate comprehensive statistical analyses and reports, facilitating informed, data-driven decision-making processes.
- **Compliance & Quality Control:** Ensured accuracy and compliance by meticulously completing paperwork to predefined standards, demonstrating strong attention to detail and the ability to autonomously identify and rectify errors.

**-Retail Sales Associate At H&M: (from JUL 2021)**

## Computer and Technical Skills:

- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and Google Workspace (Docs, Sheets, Slides)
  - Experienced in data analysis and reporting using Excel and Google Sheets
  - Skilled in document drafting, correspondence, and maintaining filing systems (MS Word, Google Docs)
  - Competent in inventory management software and vendor management systems
  - Proficient in using Visio and E-draw for creating organizational charts and process flows
  - Knowledgeable in HR management software (Payroll & Attendance Systems) and e-learning platforms
  - Experienced with online recruitment platforms (LinkedIn, Indeed) and procurement software
  - Strong understanding of compliance and regulatory software for organizational standards and CRM.
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## Language skills:

- Arabic: Mother Language.
  - English: v.Good.
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## Additional skills:-

- **Effective Communication:** Clearly articulate ideas and information both verbally and in writing to ensure understanding and alignment.
- **Collaborative Teamwork:** Collaborate effectively with colleagues to achieve common goals and enhance team performance.
- **Analytical Problem Solving:** Analyze issues, identify viable solutions, and implement effective strategies to address challenges.
- **Adaptability:** Flexibly adjust to changing circumstances and environments, maintaining productivity and focus.
- **Time Management:** Prioritize tasks and manage time efficiently to meet deadlines and achieve organizational objectives.
- **Leadership & Motivation:** Inspire and motivate others to achieve objectives through positive reinforcement and support.
- **Attention to Detail:** Thoroughly check work for accuracy and completeness to ensure high-quality outputs.