



Lamees Hisham Al-Dabbagh

Personal Information:

Nationality: Egyptian

Resident: Cairo

Date of birth: 14th August 1971

Mobile: 01003772143

E-mail: Lamees71@hotmail.com

Professional Experience:



❖ Airgo Egypt Airlines /HR Manager

Jan. 2014- Present

Key Responsibilities:

- Developing and administering human resources plans and procedures that relate to company personnel
- Planning, organizing, and controlling the activities and actions of the HR department
- Contributing to the development of HR department goals, objectives, and systems
- Implementing and revising a company's compensation program
- Creating and revising job descriptions
- Developing, analyzing, and updating the company's salary budget
- Developing, analyzing and updating the company's evaluation program
- Developing, revising, and recommending personnel policies and procedures
- Maintaining and revising the company's handbook on policies and procedures
- Performing benefits administration

- Conducting new employee orientations and employee relations counseling
- Maintaining department records and reports
- Maintaining company directory and other organizational charts
- Recommending new policies, approaches, and procedures
- Maintains the work structure by updating job requirements and job descriptions for all positions.
- Maintains 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.
- Maintains historical human resource records by designing a filing and retrieval system; keeping past and current records.
- Completes human resource operational requirements by scheduling and assigning employees; following up on work results.
- Payroll
- Salary and Benefits
- Employee Relation
- Health & Social Insurance



❖ **Aviator Airline / HR Manager**

May 2016 – Dec. 2016

Key Responsibilities:

- Maintaining department records and reports
- Maintaining company directory and other organizational charts
- Recommending new policies, approaches, and procedures
- Maintains the work structure by updating job requirements and job descriptions for all positions.
- Maintains 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.
- Maintains historical human resource records by designing a filing and retrieval system; keeping past and current records.
- Completes human resource operational requirements by scheduling and assigning employees; following up on work results.
- Payroll
- Employee Relation
- Health & Social Insurance



Petra Airlines (Air Arabia)/HR Manager

Oct. 2010 –Aug. 2013 Key **Responsibilities:**

- Resource hunting is the prior step of the recruitment process
- Fixes the date of interviews, exams and then selection of the desirable candidates.
- Play a key role to determine the salary of the employee. The salary issues and the negotiable criterion deals with examining the candidate on grounds of professional expertise and experience.
- Works in collaboration with the accounts department to decide the terms and conditions of salary payment.
- Providing adequate training and coaching.
- Induction and orientation of the newly recruited employees
- Motivate employees to boost up their confidence and capability to perform.
- Pay attention to the fact that employees are completely satisfied working there.
- Give a solution to any kind of conflict prevailing amongst the workers and staff.
- Handle staffing issues, such as mediating disputes, firing employees, and directing disciplinary procedures, attendance, day-offs.



❖ **United Nations (FAO) Food & Agriculture of Iraq**

5 months 2004

Key Responsibilities:

- Reported to my immediate manager on daily basis for any duties that are needed.
- Took dictation for e-mails, projects etc...
- Help visitors that came mainly from Rome and Iraq with any issues or questions they may have, whether it may be an e-mail or meeting etc.
- Making sure that arrangements for hotel accommodations, booking flights, setting up and scheduling meetings, making appointments etc...were done on daily basis.
- Maintained daily the filing system (hard copy and electronically).
- Many other duties as assigned.

❖ **Stocks Company** -Abu Dhabi – Currency Broker 2001-2002

Key Responsibilities:

- Buying and Selling Currencies
- Persuading customers to buy or trade stocks
- Follow-up stocks through the internet and searched for any updates.

Educational:

- June 1995 - Amman University (private) in Jordan.
Bachelor's Degree in Business Administration
- June 1998 - Intercollege, Nicosia – Cyprus.
Full time Student for the Academic years 1997-1998 leading to a Master Degree.
- February 2002 – International Center for Training and Development, Abu Dhabi- UAE.
Typing Certificate (English, Arabic) and Computer Application Course.
- September 2011 - PIONEERS Training Center
Diploma – Airport Management & Aviation Science.
- March 2012 – Talal Abu-Ghazaleh Academies
Training Course on Human Resources Management & Development

Languages:

Arabic: Mother tongue

English: Fluent- spoken & written

References are upon request.