



Ali Sabry Ali Hassan

Khatam El Morsalen– Haram - Giza...

Mob: 01012810395 -01100989777

### ***Professional Objective***

HR Supervisor is the position where I can use my qualifications and experience. I have a HR diploma certified by Cambridge – mini MBA certified by Cairo university  
I lead 9-person team through which I manage all human resources and administrative activities in a company of 1000 employees with 22 branches all over the ARE  
My field of work taught me how to deal with people with different cultures and different levels of learning

### ***Personality Identification***

Name : Ali Sabry Ali Hassan  
Date of Birth : **28/06/1980**  
Nationality : Egyptian.  
Military Service : Exempted  
Marital Status : Married  
Mobile No. : **01012810395- 01100989777**  
Email : [Alisabry.hr80@gmail.com](mailto:Alisabry.hr80@gmail.com)

### ***Education***

Bachelor Of law Cairo University, Egypt, May **2004**

### ***Languages***

Arabic: mother tongue  
English: Good (reading, writing & speaking)

### ***Computer Skills***

- \* Good user for **SAP** Application
- \* Microsoft (Word, Excel, PowerPoint,) and little Access
- \* Outlook.
- \* Internet Explorer



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**Special Courses: -**

<b><u>Author</u></b>	<b><u>Course Name</u></b>	<b><u>Date</u></b>
NGC Academy	(MMBA) Mini Master Business Administration Certified from Cairo university The study ends in July 2014	<b><u>2014</u></b>
Generation Academy	HR Diploma Certified from Cambridge	<b><u>2012</u></b>
American Academy	English Courses	<b><u>2011</u></b>

**Experience**

**January 2013- Until Now**

Universal Service One of Company's Universal group.

**Location: 6<sup>th</sup> October**

**Title: HR section head**

**Department: Human Resource**

**9 to December 2012**

Universal Service One of Company's Universal group.

**Location: 6<sup>th</sup> October**

**Title: HR Specialist**

**Department: Human Resource**

**2005- to 2009**

Ehab Abu Zaid & Gamal Attalla office for Legal Advice

**Location: Cairo**

**Title: Lower**



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### Job description for last job:

1. Work As a team member in Policy and procedure committee (It was formed by the Director General to prepare, formulate and study current policies and procedures and then develop them
2. Work As a team member in Job analysis and job description process
3. Work As a team member in appraisal performance process
4. Conduct the first interview of the candidates and supervise the recruitment process procedures
5. An exit interview with the employees ended their service and analyze the reasons for leaving the service and submit a report to the HR manager
6. Update employee's data in SAP program
7. follow-up Attendant for All Employs on system finger print
8. review all action happen affected in salary to any employ (attendance – absence – vacation - sick leave – injury leave – binately) and prepared a report to send to payroll and Hr. manager
9. Make sure that all employs have a social insurance and health insurance
10. Supervision, guidance and appraisal my team (my team include 15 employ in 20 branch ( 1000 employs) all over the ARE)
11. supervision on hiring and termination process and prepared a report to send to payroll and HR manager

**“I hope my qualifications meet your requirement and allow me the opportunity for interview”**

**It is my pleasure to join your team**