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Marital Status: Married

Date of Birth: 21/03/90
Nationality: Egyptian



CAREER OBJECTIVE

To obtain a leadership role within the Human Resources function in an organization that perceives HR as a strategic business partner, Looking for interesting challenging job in a well established entity, enhancing my skills and making profit, assuming responsibilities for the whole job aspects, using creative, intelligent and non traditional ways of thinking and implementation of the company's policies and regulations.

EDUCATION

- Faculty Of Social Work - Helwan University.
- Graduation Year – May 2010
- Grade – Very Good (83%)
- High school: Ahmed El Refaay Sobh High School.

WORK EXPERIENCE

Talent Acquisition Specialist, Human Resources Department,
Magic Pro. Company, Giza.
September, 2019 – Present

- Sourcing potential candidates through online channels (e.g. social platforms and professional networks.)
- Coordinating with hiring managers to identify staffing needs.
- Determining selection criteria.
- Plan interview and selection procedures, including screening calls, assessments and in-person interviews
- Assess candidate information, including resumes and contact details, using our Applicant Tracking System
- Design job descriptions and interview questions that reflect each position's requirements
- Lead employer branding initiatives
- Organize and attend job fairs and recruitment events
- Forecast quarterly and annual hiring needs by department.
- Preparing the contract papers and getting them signed as per instructions.
- Checking the documents like educational certificates, drug test reports, driving license, police record, etc., of the successful candidates.
- Scheduling the interviews according to the availability of the management staff and informing the candidates through e-mails or phone calls.
- Evaluate employee performance quarterly.
- Sending letters and e-mails to successful as well as unsuccessful candidates.

Assistant of Training Manager, Jet International Company, 6th, October.
July, 2015 – Aug, 2019

- Preparing the contract papers and getting them signed as per instructions.
- Scheduling training sessions.
- Informing concerned parties about the training.
- Ensuring that the training venue is booked and ready for the training session
- Sending out pre-course information to participants
- Compiling the training objectives of the participants
- Preparing Job analysis and job description .
- Responsible for departmental training meeting.
- Ensuring that the training material is up-to-date
- Printing out training support materials
- Helping training manager or trainer to create training support materials
- Recording the attendance of employees for the training session

Executive Secretary, General Manager's Office, Rocco - Forte Hotels, Shepherd Hotel, Egypt
November, 2012 to January, 2014

- Manages, organizes and maintains a smooth work flow of the General Manager's office.
- Fulfill basic administrative job tasks, ensuring compliance with all Corporate, Area and Hotel Policies and Procedures.
- Dealing with telephone, emails enquires.
- Creating and maintaining filing systems.
- Solving guest complaints, whenever necessary, and responding to guest inquiries / requests.
- Scheduling, attending and Taking Notes during Daily Morning Briefing Meeting with Hotel Managers.

Training Coordinator, Rocco Forte Hotels, Shepherd Hotel, Egypt
February, 2011 – October, 2012

- Scheduling a standard check-list to each area, supervised by the departmental trainer to improve associates' skills and knowledge to the product they sell and how to sell and when to sell .
- Assist to complete and filling employees Job analysis, Job Descriptions and Job Specifications .
- Supervising and Managing the work environment according to the standards.
- Administer performance appraisal systems and council and motivate individual employees.
- Handling complaints, settling disputes, and resolving grievances and conflicts with legislation.
- Taking Notes and minutes during Departmental training meetings.
- Help in translating Training material from English to Arabic when needed.
- Scheduling all activities which Submitted by director of Traing ensuring that it is Submitted on time.

HR Officer, Human Resources, Egy Stone Company
October 2010 – Jan 2011

- Dealing with telephone, emails enquires.
- Provide support to supervisors and staff to develop the skills and capabilities of staff.
- Monitor staff performance and attendance activities.
- Coordinate staff recruitment and selection process in order to ensure a timely organized.
- Provide information and assistance to staff, supervisors and Council on human resource and work related issues. information update.
- Staff recruitment and implementation process of work output.
- Implementation of correspondence with official institutions and organizations.
- Ensuring the correct payment and tracking of changes of employee's wages, overtime and other benefits.

Languages Skills:

- **Arabic** : Mother tongue.
- **English** : Fluent.

Computer Skills:

- Excellent at (MS Word, MS Excel, MS PowerPoint and Internet)
- Opera (Systems, Applications & Data Processing).

Business Courses:

- Telephone Etiquette
- Handling Guest Complaints & Grooming and Appearance
- Communication Skills Training
- HR Payroll Course from HR Passport Educational Center.
- HR Excel Course "Technical Sheets" from HR Passport Educational Center.

Certificates Through Shepherd Hotel

- Communication Skills Training
- The Professional Management Training In Creativity & Marketing
- Presentaion Skills
- Time Management
- Creative Thinking & Innovation
- The Departmental Trainers Presentation Skills
- Emotional Intelligence
- Ramadan Competition Research(Organization Behavior) Shepherd Hotel