

**Contact Information**

Current Address: Jeddah – Mekkah -KSA

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YASSER ANIS

**PERSONAL
INFORMATION**

Nationality: Egyptian

Birth Date: 20th Feb. 1974

Marital Status: Married + children

Military Service: Exempted

**CAREER
OBJECTIVES**

Seeking a challenging position in a leading firm or an international organization where my academic and Interpersonal skills can be applied and further enhanced specially in Administration fields.

EDUCATION**University Graduation:**

1991 - 1995 : B.C in Law from Mansoura University

1995 – 1997 : High Diploma in Common Law and High Diploma In Islamic Shreaa from Mansoura University

**OTHER
QUALIFICATIONS**

1991 – 1995:

Computer sciences Courses - (Excel – Word – Access – PowerPoint – Visual Basic – Network – Maintenance... etc.) - Mansoura University

2007 - 2010:

Human resources Management Diploma from American Chamber

2012:

ICDL Certificate From Ministry of Labor and manpower

SKILLS

Advanced Computer Skills - Leadership – Team work

Excellent knowledge of Country regulations affecting the administration of Comp. & Ben. plans.

Effectively Communication in a clear and concise manner with all levels of employees, managers, vendors, consultants, and legal advisors

Strong interpersonal, negotiation and analytical skills

Excellent communication skills with good facilitation skills ,Strong project management skills

MEMBERSHIP

Appellate Lawyer in BAR ASSOCIATION EGYPT (High Courts)

EXPERIENCE

11-2020- PRESENT

AL MOUSSA LAW FIRM

LEGAL ADVISOR

Responsibilities

Overseeing client and vendor contracts

Providing commercially sensible and cost-effective legal advice for construction contracts management

Conducting legal research

Drafting basic legal documents for construction projects

Ensuring compliance to construction laws and regulations

Preparing damage claims

Resolving buy-sell disputes and property infringements

Providing arbitration, litigation and mediation support

Advising on the latest building standards

Explaining building standards to stakeholders

Overseeing health and safety and injury claims and offering advice on court cases

Meeting and interviewing clients

Drafting documents, letters and contracts

Writing all kinds of legal letters, reports and the needed articles for court cases

09/2017- 11/2020

NOVOTEL JAZAN HOTEL – SAUDIA ARABIA (PRE OPENING AND OPENING)

TALENT AND CULTURE MANAGER

Responsibilities

Ensuring that the overall administration, coordination, and evaluation of Admin and HR plans and programs are realized. Therefore, their essential job responsibilities include:

- Developing and administering plans and procedures that relate to company personnel
- Developing, analyzing, and updating, the company's benefits, wages, salaries
- Managing, controlling, and coordinating, labour, team member relations, and training.
- Strongly enhance the development and the formulation of policies, procedures and practices to support the operational needs of the Company.
- Coordinating administrative procedures and systems and devise ways to streamline processes.
- Recruit and train personnel and allocate responsibilities and office space
- Assess staff performance and provide coaching and guidance to ensure maximum efficiency.
- Ensure the smooth and adequate flow of information within the company to facilitate other business operations.

- Manage schedules and deadlines, Monitor inventory of office supplies and the purchasing of new material with attention to budgetary constraints.
- Monitor costs and expenses to assist in budget preparation.
- Organize and supervise other office activities (recycling, renovations, event planning etc.).
- Ensure operations adhere to policies and regulations.
- Keep abreast with all organizational changes and business developments
- Planning, organizing, and controlling the activities and actions of the Admin & HR department
- Contributing to the development of Admin & HR department goals, objectives, and systems.

Achievements:

- Successful Opening of the Hotel
- Implementing and revising a company's compensation program
- Creating and revising job descriptions
- Conducting annual salary surveys
- 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
- Maintaining affirmative action programs
- Overseeing recruitment efforts for all personnel, including writing and placing job ads
- Conducting new employee orientations and employee relations counseling
- Overseeing exit interviews
- Maintaining department records and reports
- Participating in administrative staff meetings
- Maintaining company directory and other organizational charts
- Recommending new policies, approaches, and procedures

05/2015 – 08/2017

PIZZA PARTY GROUP FOR FAST FOOD – DAMIETTA – EGYPT

HR DIRECTOR AND LEGAL CONSULTANT

Responsibilities

- Provide orientation to newly hired employees on the rules and regulations, vision and mission of the company and complete job details.
- Arrange files and documentation of all employees in the company.
- Compile compensation and benefits of the employee.
- Evaluate employee progress and give disciplinary actions.

- Review the performances of the employees in order to determine their strength and weaknesses.
- Developing employees that exhibit outstanding workmanship to advance and qualify for higher position.
- Communicate and reach out with labor unions and service unions.
- Developing Succession plan, supervise and deliver training to new staff.
- All Legal Affairs for the company

Achievements:

- The company had been successfully opened additional three restaurants at more three cities under my consulting and support.
- Setting and managing payroll & benefits system
- Setting and managing all the policies and procedures for the company
- Setting and managing all Job descriptions for all Positions
- No one single penalty or court case against the company during my service period.

11/2013 – 05/2015

**JASMIN PALACE RESORT (THREE CORNERS GROUP) - (PRE OPENING AND OPENING)
HURGHADA – RED SEA – EGYPT
HUMAN RESOURCES DIRECTOR AND LEGAL ADVISOR**

09/2010 – 11/2013

**CLUB MED SINAI BAY - (PRE OPENING AND OPENING)
TABA – SOUTH SINAI - EGYPT
HUMAN RESOURCES DIRECTOR**

08/2003 – 09/2010

**SOFITEL TABA HIEGHTS - (PRE OPENING AND OPENING)
TABA – SOUTH SINAI - EGYPT
PERSONNEL MANAGER – AND LEGAL CONSULTANT (In charge on All Admin and H.R. Department Responsibilities)**

05/2001 – 08/2003

**CROWNE PLAZA SHARM AL SHIEKH (PRE- OPENING AND OPENING)
SHARM AL SHIEKH - SOUTH SINAI - EGYPT
ASSISTANT HUMAN RESOURCE MANAGER**

11/1999 -05/2001

**HILTON SHARM WATERFALLS RESORT (PRE- OPENING AND OPENING)
SHARM AL SHIEKH – SOUTH SINAI - EGYPT
ADMIN AND HR SENIOR SUPERVISOR**

08/1997-11/1999

HILTON HURGHADA RESORT

HURGHADA – RED SEA - EGYPT

ADMIN & HR CLERK

1996 - 1997

WESTERN DESERT PETROLEUM COMPANY (W.E.P.CO.)

AL ALAMAIN– MARSA MATROUH -EGYPT

ADMINISTRATION OFFICER (TRAINEE IN ADMINISTRATION)

**TRAINING
COURSES**

- All Safe Program (Safety and Health Program for Facing pandemic diseases and Viruses) - by Accor Academe
- SHL Program - by Accor Academe
- Capability Frame Work and Performance by Accor Academe
- Handling Complaints for Managers
- Managing Guest Experience by Accor Academe
- Train The Trainer –by Accor Academe –at Novotel Jazan 2018 & Hilton 1999
- Managing Diversity – by Accor Academe –at Novotel Jazan 2018
- Human Resources Diploma form American Chamber 2009 -2010
- Fit for business (Accor Academy) 05-2010 & 2018
- Handling Conflict for Management (Accor Academy) 05-2010 & 2018
- Keys of Luxury Experience For Managers 02-2010
- Critical & Creative thinking for Managers 06-2009
- Training managers tools 10-2009 & 2018
- T.W.I (training within Industry) By Accor Academy- 2008 & 2018
- Basic Food Hygiene (Introduction of H.A.C.C.P.) by S.G.S. 2008 & 2018
- Annual Appraisal 2008 and 2019
- A.B.C. of positive Communication (Quest with Accor Academy) - 2007
- Time Management by (Quest with Accor Academy) 2006
- Communication Skills by (Quest with Accor Academy) 2007
- Leadership Training by (Quest with Accor Academy) 2006
- Team Building By Accor Academy 2005
- Etre Client (Be a Guest) by Accor Academy 2005
- Managers Role and tool (Accor Academy) 2005
- Sustainable Development 2004
- Supervisory Skills (1&2) 2000 & 2001 & 2004
- Safety training (firefighting – First Aid) By (Governmental institution for civil defense and industrial safety) @ Hilton Hurghada & Hilton Sharm waterfalls & Sofitel Taba Heights in 97,2000,2003,2014
- English language - by I.B.I. Institution - Mansoura City -Date: 1992 - 1993

INTERESTS

Outing –Chess – volley ball – Tennis

REFERENCES

NAME	COMPANY	POSITION / ASSOCIATION	CONTACT TELEPHONE NO.
<i>Mr. Thamer Al-Nafee</i>	Accor – KSA	Regional Director of Human Resources Accor – KSA @ Jeddah Head Office	thamer.alnafea@accor.com +966550191010
<i>Mr. Mohamed Kamal</i>	Accor – KSA	Cluster Director of Guest Experience,	Muhammad.kamal@accor.com +96655001000
<i>Mr. Husseni Zakaria</i>	Regional Head Office Accor KSA & Egypt	Learning and Development Manager	hussainizakaria@live.co.uk +201140008884
<i>Mr. Ahmed ANIS</i>	Accor Hotels	General Manager	002-01001200292
<i>Mr. Atta El Desouky</i>	General Manager	Mercure Hurghada – ACCOR	002-01067990330
<i>Mr. Karim Huaidak</i>	Three Corners Group	Owner	002-01222104822
<i>Mrs. Sahar Moustaf</i>	Hilton Red Sea	Area HRD Red Sea	002-01006001921
<i>Mr. Hassan Abu El Ela</i>	Hilton 6 th October - Cairo	Director Human Resources	002-01006001065
<i>Mr. Ayman Hassanien</i>	Miraj Hotels – Haway Mamsha - Hurghada	General Manager	002-01001634771
<i>Mr. Amr Rabiee</i>	Pizza Party Group	Vice President Pizza Party Group	002-01001449988
<i>Mr. Aref El Kashef</i>	Hyatt Regency Sharm	Director of Human Recourses	002-01005430722
<i>Mr. Khaled Khairy</i>	Ritz Carlton SHARM	Director of Human Recourses	002-01001677055

Any other references available up on request