HASSAN ABDEL FATTAH HASSAN

*CAREER OBJECTIVE:*

I am looking forward to join your reputable company further to enhance my skills, acquiring more experience and achieve my ambition.

***EDUCATIONAL QUALIFICATION:***

* **Bachelor’s degree:**

Mansoura University – 2006, Faculty of commerce;with general cumulative grade: (Good).

***LANGUAGES:***

* Good command of English Speaking, Reading & Writing.
* Arabic is my mother tongue.

***TRAINING COURSES:***

* Course of English Langue – French Langue – Computer Basics – Marketing & E-Marketing – Etiquette – Sales – Management & Customer Service From Edu. MASTER Training & development.
* Course of Accountants Preparation from Mansoura University.
* Course of Microsoft office programs from Mansoura University.
* Course of widows systems from Mansoura University.

***PROFESSIONAL EXPREIENCE:***

1. **February 2014 – Till Now.**

  **Job Title :** Human Resources & Administration Assistant Manager

**Company :** International Regions Company.

 **Location :** Riyadh, Saudi Arabia.

 **Company Industry :** Retail, Manufacturing & Fashion Design.

 **Department :** Human Resources & Administration Management.

**Tasks and responsibilities:**

**Human Resources& Administration Management:**

* Developed and implemented recruiting strategies.
* Provided strategic direction for human resources management team.
* Maintained compliance with all local, county, and national laws, as well as established organisational standards.
* Coordinates the filing and maintenance of employment records for future references.
* Records and maintains yearly, monthly recruitment expenditures.
* Develop and maintain a pay for performance (merit-based) system.
* Conduct salary survey periodically.
* Develop and maintain a clear policy regarding employee benefits.
* Develop and maintain programs that govern employee treatment, communications, support systems and services that encourage greater employee satisfaction, motivation and productivity.
* Develop and maintain employee handbook reviewed by legal counsel to satisfy all laws affecting employment, personnel relations, working conditions, employment at will , implied employment contract and disclaimer issues.
* Follow-up of municipal and municipal licenses for employees of restaurants.
* Follow-up office work and Passport Office.

**Administration Real Statue & Leasing:**

* Participate in Develop and maintain Leases Policies that guiding principles intended to translate organizational objectives and means into operational terms and help managers make decisions.
* Coordinates with the various department managers, company branches and sites on operation requisitions and Leases programs.
* Coordinates the filing and maintenance of rent records for future references.
* Records and maintains yearly, monthly Leases expenditures.
* Develop and maintain a pay for performance (merit-based) system.
* Develop and maintain stores Contracts reviewed by legal counsel to satisfy all laws affecting and disclaimer issues.
* Follow-up of civil defense and municipal licenses for stores & warehouses.
* Preparing monthly reports and annual rents payable.
* Contacted real estate centers to prepare for issuance, renewal of contracts, cancellation letters etc...
* Follow-up lease payments stores, cheque receipt voucher periodically.
* Issuance of municipality’s licenses and civil defense licenses for stores.

**Payroll:**

Prepare all payroll transactions and entered them accurately in line with Company policy and control the entire payroll process to ensure timely payments in all locations & ensure accurate and timely implementation in accord with Company policies and procedures and Saudi Labour laws etc.

1. **July 2008 – Till January 2014.**

 **Job Title :** Human Resources & Administration Supervisor.

**Company :** MIDAD Real Estate Investment Development Co. LTD.

 **Location :** Riyadh, Saudi Arabia.

 **Company Industry :** Investment, Development & Retail.

 **Department :** Human Resources Management.

**Tasks and responsibilities:**

* Participate in Develop and maintain HR Policies that guiding principles intended to translate organizational objectives and means into operational terms and help managers make decisions.
* Providing timely recruitment, selection and placement of high-quality employees to satisfy the Company's staffing requirements.
* Coordinates with the various department managers, company branches and sites on personnel requisitions and recruitment programs.
* Coordinates the filing and maintenance of employment records for future references.
* Records and maintains yearly, monthly recruitment expenditures.
* Develop and maintain a pay for performance (merit-based) system.
* Conduct salary survey periodically.
* Develop and maintain a clear policy regarding employee benefits.
* Develop and maintain programs that govern employee treatment, communications, support systems and services that encourage greater employee satisfaction, motivation and productivity.
* Develop and maintain employee handbook reviewed by legal counsel to satisfy all laws affecting employment, personnel relations, working conditions, employment at will , implied employment contract and disclaimer issues.
* Follow-up of municipal and municipal licenses for employees of restaurants.
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**Payroll:**

Prepare all payroll transactions and entered them accurately in line with Company policy and control the entire payroll process to ensure timely payments in all locations & ensure accurate and timely implementation in accord with Company policies and procedures and Saudi Labour laws etc.

1. **June 2007 – June 2008.**

**Job Title :** Human Resources Specialist.

**Company :** Al Mozoon Telecom Company. Ltd.

 **Location :** Riyadh, Saudi Arabia.

 **Company Industry :**  Telecommunications.

 **Department :** Human Resources Management.

1. **August 2006 – May 2007.**

 **Job Title :** HR Specialist.

 **Company :** Egypt Pharmacy group.

 **Location :** Mansoura Branch, Egypt.

 **Company Industry :** Manufacturing.

 **Department :** Human Resources Management.

Prepare all payroll transactions and entered them accurately in line with Company policy and control the entire payroll process to ensure timely payments in all locations & ensure accurate and timely implementation in accord with Company policies and procedures.

***PERSONAL SIKLLS:***

* Good communication skills.
* Ability to work under pressure or stressful condition.

***PERSONAL DATA:***

* **Nationality :** Egyptian
* **Date of Birth :** Aug. 23rd ــ 1985 G
* **Marital Status**  **:** Married
* **Visa Status :** Residency Visa ( Transferable )
* **Iqama Portion :** General Accountant