

# Rami Hassan



☎ 0501138169

📍 Dubai, United Arab Emirates.

✉ [ramihassan006@gmail.com](mailto:ramihassan006@gmail.com)

🌐 <https://www.linkedin.com/in/rami-hassan-a4001b100/>

## ❖ Objective

Dedicated professional with proven skills and experience in recruiting, staffing, management, and human resources. Dependable with proven ability to succeed under pressure, deliver excellence, and establish genuine relationships. A team player with effective interpersonal communication skills and a strong work ethic.

## ❖ Education

- 2014 –2018: Bachelor’s degree Faculty of Commerce, Mansoura University - Egypt.

## ❖ Working Experience

- **Talent Acquisition Specialist at Gazala Steel Fabrication One of SESCO Trans subsidiaries From JAN 2020 Till DEC 2021.**



### ❖ Responsibilities:

1. Design and manage recruitment and selection processes (resume screening, screening calls, interviews etc.)
2. Administer and submit all hiring paperwork for new employees.
3. Assist HR managers with recruitment, maintain employee records, assist with Payroll processing and provide administrative support to all employees.
4. Research talent acquisition trends in the staffing industry.
5. Responding to internal and external HR related inquiries or requests and aid redirecting HR related calls or distribute correspondence to the appropriate person of the team maintaining records of personnel-related data in both paper and the database and ensure all employment requirement are

met.

6. Recommend strategies to motivate employees.
7. Manage the organization's employee database and prepare reports.
8. Produce and submit reports on general HR activity.
9. Develop and maintain talent management processes.
10. Completes administrative duties for the human resources department.

- **Human Rescuers Generalist at Gazala Steel Fabrication (Feb - 2019)**

- ❖ Responsibilities:

1. Assist in talent acquisition and recruitment processes.
2. Promote HR programs to create an efficient and conflict-free workplace.
3. Assist in development and implementation of human resource policies.
4. Undertake tasks around performance management.
5. Maintain employee files and records in data base and paper form.
6. Ensure compliance with labor regulations.



## ❖ Certificates and Courses

- **PHRI (Professional in Human Resources — International™) in progress Feb 2021**

- Strategic HR Management.
- HR Planning and Employment.
- Talent and Performance Management.
- Compensation and Benefits.
- Employee Relations and Involvement.



- **Human Resources Management Course New Horizons Oct 2018.**

A comprehensive program from a reputable provider & experienced trainer covering the basic Human Resource Management Functions, necessary for HR professionals; HR strategic planning, Recruiting, Training, Compensating, Relating Employee.



- **ERP (Oracle Financial R12)      New Horizons      Nov 2018.**
  - GL-General Ledger Management Fundamentals
  - AR-Receivables Management Fundamentals - Asset Management Fundamentals
  - Cash Management Fundamentals.
  - EBS-Essentials for Implementers AP-Payables Management Fundamentals
- **Marketing Professional Course      New Horizons      Sep 2018**

A comprehensive program from a reputable provider & experienced trainer covering the basic skills necessary for professional marketers; Market research (micro-environmental & macro environmental & SWOT) - Market strategy & Objective - STP - Marketing mix (product & price & place & promotions) – Budget.

- **ICDL**  
International Computer Driving License (Excel - power point - word – internet).

**❖ Skills and Abilities**

- **Professional Skills**

- |                                       |   |
|---------------------------------------|---|
| • Communications Skills.              | • Analytically Thinking.                              |
| • Relationship-building skills        | • Ability to Work under Stress.                       |
| • Leadership skills.                  | • Teamwork.   |
| • Ability to maintain confidentiality | • Demonstrated knowledge of the human resources field |
| • Active listening                    | • Planning  |

- **Core skills**

- Experience with HR tools and processes.
- Proven success in previous positions.
- Strategic understanding of staffing tools and electronic job boards.
- Recruiting experience.
- Knowledge of using Microsoft Office applications.

- **Languages Skills**

- |           |                |
|-----------|----------------|
| • Arabic  | Mother tongue. |
| • English | Very Good.     |

## ❖ Personal data

---

- Nationality Egyptian.
- Date of Birth 05/02/1996.
- Marital Status Single.
- Military Status Exempted.
- Gender Male.
- Visa Status Visit Visa.
- Vaccination Status Done (AstraZeneca).

## ❖ Hobbies

---

- Reading
- Swimming
- Traveling
- Playing soccer