

Mina Ibrahim

Minaibrahimf27@gmail.com*+96590999675*Ishbiliya, Kuwait

Career Objective

A results-driven HR Manager with 16 years of experience in talent acquisition, employee relations, and organizational development. Proven track record of improving employee engagement, reducing turnover, and increasing productivity. Skilled in building strong relationships with stakeholders and providing innovative solutions to complex HR issues.

Professional Experience

HR and Administration Manager at Med Care Co. **November, 2022 – Present**

Talent Acquisition:

- Identifying and attracting top talent candidates to onboard in the company
- Manage all recruiting activities, including candidate relationships, offer presentations, and coordination of new hire onboarding
- Develop and implement recruitment strategies and plans to meet the organization's staffing needs.
- Source and identify potential candidates through various channels, such as job boards, social media, referrals, and networking.
- Conduct interviews, assessments, and reference checks to assess candidates' qualifications and fit for the organization.
- Manage the entire recruitment process from posting job openings to extending job offers.
- Identify training needs and coordinate employee development programs.
- Oversee the onboarding process for new hires, ensuring a smooth transition into the company.

Performance Management:

- Implement performance management/talent management initiatives to ensure enhanced knowledge and skills sharing/transfer.
- Ensure that active performance management is practiced effectively, understanding at an individual level the personal and professional aspirations of each staff member and ensuring those are relayed through a responsive line and performance management system.
- Oversee and manage the Probationary Period and Annual Appraisal Reporting System, thereby ensuring that new staff set goals, that effective mentoring and periodic reviews are conducted before confirmation of employment, and that annual reporting is carried out effectively after that.

Compliance and Policy Implementation:

- Ensure compliance to the Personnel policy by monitoring, reviewing and assuming responsibility for all related activity in the region.
- Ensure all recruitment and HR activities adhere to legal and regulatory requirements.
- Develop and implement HR policies and procedures.
- Train and educate employees on HR policies and procedures.

Administration:

- Manage and coordinate transactions with government agencies and ministries.
- Process and maintain visas for overseas hire and staff residencies, PUC permits, social security
- Mentoring PROs by reviewing the weekly report for reviewing their activities
- Ensuring all local employees are registered in PIFS

Assistant HR Manager at Almarai Co., Kuwait
March, 2012 – October, 2022

Manpower Planning & Recruitment

- Accountable for the recruitment of employees in the region, short listing, and interviewing of applicants.
- Implement an effective manpower plan and coordinate effectively with all line managers to map out an annual manpower plan.
- Enhancing recruitment initiatives and identify the recruitment method and resourcing strategies, managing recruiting procedures and participate in the selection process.
- Achieve the budget in coordination with department heads.
- Recruit highly qualified and experienced candidates within the budget and to ensure timely recruitment of required staff. (responsible for all local & overseas recruitments).
- Negotiate offer terms with selected candidates.
- Monthly headcount confirmation to ensure removing all inactive employees.
- Recruit the required Kuwaiti manpower to comply the quota.
- Managing and approving all employee's promotions according to headcount budget.

HR Function

- Manage and monitor payroll related activities to ensure all employees in the region receive their payments (Salary, Commissions, over-time, Holiday salary advance).
- Handling and managing all the transaction related to GOSI.
- Ensure the company's policies are being accurately implemented.
- Adheres to HR policies and procedures and acts as a role-model to all employees.
- Ensure a clear understanding and smooth delivery of the compensation and rewards system, and managing the payroll calculation procedures.
- Manage the medical services / referrals to ensure all employees in the region receive adequate and high quality medical treatment.

HR Reports

- Generate daily, weekly & monthly reports for all the HR/personnel works.
- Generating manpower status on a weekly basis to the general manager.

Audit & Analysis

- Gets involved in the exit interviews with the employee leaving trying to counsel him, retain him and understand the reasons for leaving.
- Doing audit report quarterly for all HR activities.

Senior HR Officer at Alsafat Dhiafa Co., Kuwait

July,2009 – March,2012

- Preparing payroll
- Maintain personnel records and files
- Perform staff hiring upon management's approval
- Organize and handle all personnel matters and staff support
- Maintain and update staff residence list, passport control, and civil ID renewals
- Perform weekly spot checking of staff accommodation
- Manage staff leave statuses, receive approval from management, and calculate leave indemnities
- Prepare and submit reports to the management regarding the status of Recruitment.
- Preparation of job descriptions and organizational structure.
- Dealing with recruitment agencies locally and overseas.
- Run residence and health card status reports to track renewal dates

HR Officer at Mais Alghanim Restaurant, Kuwait

Sep,2007 – Jun,2009

- Sourcing, screening and interviewing candidates.
- Conducting manpower planning throughout the organization
- Renewing the residence & health book in coordination with PROs.
- Interviewed mid-level candidates
- Booking tickets for entitled employees
- Established a computerized filing system
- Reviewing / preparing salary bank transfer
- Review employee vacation schedules to ensure lack of conflicts.
- Following up on newly selected employees until the probation period is complete.
- Checking and verifying payroll and staff related payments.
- Preparing overtime sheets for all staff

Education and Training Courses

- CIPD Level 5 Intermediate certification - UAE
- Bachelor of Commerce, Major Accounting 2006, Faculty of Commerce – Banha University, Egypt.
- Staff Motivation
- Building Effective Team Member
- Leadership and Staff Development
- Decision making
- Team Building
- Supervisory Development programme
- Time Management & Communication skills
- Problem Solving and Decision Making
- Talent Management Course

Skills

- **Computer Skills:** HR System (SAP-Success Factor- Microsoft Dynamics- Odoo)
- Excellent knowledge of Microsoft Word, Excel, PowerPoint, Outlook, Windows 10 & fully computer literate and regularly enhancing my computer knowledge
- **Language Skills:** Arabic, Fluent English

Personal Details

- Nationality : Egyptian
- Date of Birth : 27th September, 1984
- Driving License : Available

References:

References are available upon request