

CV - May Khaled Elbadry



PERSONAL & CONTACT DETAILS

Nationality: Egyptian

Date of Birth: 23 October 1992

Marital Status: Single

Visa Status: Resident/ Transferable

Holding UAE Driving License

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EDUCATION

- **High School Diploma 2008 (IGCSE) Dar Al Tarbiah School, Cairo, Egypt**
- **Modern Science and Arts University MSA (2009 - 2014), Cairo, Egypt**
 - Bachelor of Mass Communication (Dual Origin)
 - Degree Validated by Middlesex University
 - **Specialization:** Advertising & Public Relations

PROFESSIONAL EXPERIENCE

April 2015 - Present InterContinental Hotel Abu Dhabi- United Arab Emirates

Human Resources Coordinator

KEY RESPONSIBILITIES

- Comply with all InterContinental Hotels Group (IHG) standards, policies and procedures.
- Maintain strictest confidentiality at all times on matters pertaining to the hotel and its associates.
- Responsible to ensure that the Human Resources Department requirements for administrative supports are undertaken professionally and efficiently, including word-processing, answer telephone, filing, maintain notice boards, purchase orders, expense vouchers, locker distribution, petty cash, new associate documents.
- Inform and advise the Human Resources Manager of any disturbances or grievances from Hotel associates.
- Respond to general enquiries from associates in a professional manner.
- Assist with the preparation of training programs, including Welcome Day and other generic programs, completing all associated administration, e.g. Welcome Day packs, invitations, certificates.
- Strive for innovative ways to improve the daily administration within the Human Resources Department.
- Report and/or take action on any equipment breakdown or safety issue relevant to your work area.
- Preparing salary certificates, posting vacation leaves, handling colleagues and their families as well as business trips for head of departments (HODs).
- Posting new joiners, financial and work agreements on Civil soft.
- Preparing and handling monthly contract renewals

- Attend all training sessions and meetings as, and when required.
- Maintaining a high level of communication with all departments.
- Preparing presentations for meetings.
- Assisting in organizing employee relations events (staff party, sports fests, celebrate service week, GM's table).

KEY ACHIEVEMENTS

- Implemented a paperless HR system
- Implemented a new filing system to saving time and efforts.
- Contributed in the implementation of the punch in & punch out system in order to have a well tracked system for the overtime payments.
- By April 2017 I was given the responsibility to handle the recruitment process, and I was able to on-board more than 60 new joiners throughout the year.
- Successfully obtained appropriate employment visas through following up on the right visa requirements and documents.

RECRUITMENT KEY RESPONSIBILITIES

- Scheduling interviews and organizing with department heads.
- Preparing offer letters for candidates and following up complete requirements.
- Preparing all legal documents required including embassy attestations to ensure recruitment processes are legally compliant as per each country's immigration rules & regulations.
- Handling monthly recruitment reports (hires, leavers, manpower, and length of service, nationality mix, gender analysis and turnover).
- Responsible for the daily pipeline update.

- Responsible for the on-boarding process. Brief the new arrivals on a various matter relating Hotel policies and procedures and the complete recruitment process to the time an employee received residence visa.

May 2014 -January 2015

The Baby Academy

Cairo- Egypt

Teaching Assistant

KEY RESPONSIBILITIES

- Prepare school reports.
- Prepared “meeting minutes” for the team as required.
- Prepared presentations for staff meetings.
- Holding library responsibility (coding books as well as organizing class materials).
- Communicate effectively with parents –Face to face/over the phone.
- Prepares work to be accomplished by gathering information and material.
- Studying and searching information before preparing materials.

UNDER-GRAD PART TIME

Ushering and hosting at The Internship Movie Opening 2014- Sponsored by Google and Vodafone (Americana Plaza- Cairo, Egypt).

- Greeting the guests upon arrival to the event.
- Guiding the guests to know all details about the event.
- Handling VVIP guests.
- Guiding the guests to their seats.
- Entertaining the guest while waiting.

TECHNICAL SKILLS AND PERSONAL QUALITIES

- Fluency in English and Arabic, excellent skills in Microsoft Office (Word, Power point & Excel), good knowledge in Civil Soft system, FBM, Taleo.
- Work well with others, under minimal supervision and under pressure, organized, reliable, honest, mature, hard working, good communication and presentation skills, team oriented, meet short notice requirements on time.

✓ **References can be provided upon request**