

# **Mennatallah Tarek Nassar**

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## **Education:**

- ***Masters Degree in General Management – AAST – Expected Graduation date - 2024***
  - ***Bachelor degree Graduate from the German University in Cairo (GUC) / Double Majors in Human Resources Management and International Business “GPA Excellent with honors” - May 2016 .***
  - ***High School : St.Fatima American international school “GPA Excellent” – (2011)***
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## **Work Experience:**

**Human Network International (HNI) - UAE (Remotely from Egypt) ( Dec 2023 – Present)**

**Technical Learning and Development Specialist ( Serving Saudi Arabia Market )**

- Collaborate with the L&D team to identify training needs and develop effective learning solutions.
- Collaborate with subject matter experts and trainers to ensure smooth program delivery.
- Research and develop quality training Materials ( outlines, PPT ).
- Assist in organizing and coordinating technical department library.
- Lead basic client meetings.
- Maintain training records and generate reports on training activities and outcomes.
- Assist in Designing and developing material and training activities.
- Stay up-to-date with the latest trends and best practices in L&D to contribute innovative ideas to our programs Essential Skills .

❖ **The Knowledge Hub Universities – Coventry University in Egypt:** ( Aug 2021 – Present )

**HRM and Business Management Assistant lecturer**

- Deliver Seminars, tutorials, and workshops to the intitled module students.
- Deliver academic support services to students undertaking undergraduate modules.
- Marking and moderating assignments, exams, and assessments.
- Seek ways of improving students’ learning by reviewing the effectiveness and identifying areas of improvement drawing upon feedback from various sources.
- Contribute to the development and delivery of consultancy projects and/or professional learning and development programs and/or knowledge exchange events.

❖ **At Dusit Thani Lake View Cairo Hotel:** ( August 2019 – June 2021 )

**Human Resources Recruitment Executive**

- Responsible for the whole recruitment process ( Head hunting ,Screening, scanning , interviews, applications & offer letters )
- Handling all the Expatriates online interviews, Travel Authorizations and official papers including only ( Contracts, and Offer Letters ).
- Responsible For Delivering ‘Coaching in workplace Training course’ for the employees.
- Responsible for positing all available positions on LinkedIn, the Hotel’s Official website and internal portal.
- Responsible for the Headcounts revision and weekly reports submissions.

- Responsible for efficiently filling up opened positions & Ensures securing a pool of qualified candidates in advance of need.

❖ **Four Seasons Hotel Cairo At Nile Plaza:**

( September 2016 - May 2017)

**Human Resources Supervisor in Training**

- Established a recruitment plan and conducted regular follow up with managers to determine its effectiveness.
- Responsible for the scanning, interviewing and recruitment process.
- Review applicants to evaluate if they meet the job requirements.
- Responsible for entering accepted applicants' personal data on the HR database.
- Perform all reference checks for potential candidates and writing and forwarding rejection letters
- Responsible for preparing and sending offer letters and packages.
- Responsible for discussing and managing the organization's personnel budget with managers and department heads on a weekly basis.

**Courses and Certifications:**

- Life Coaching Skills Workshop – Accredited from ICF & PCC (12 Hours ) -2023
- NLP ( Neuro Linguistic Programming ) Diploma – Accredited from British Foundation in Egypt ( 36 Hours ) 2023
- Introduction to Neuro Science ( 1 hour course ) – UdemY January 2022 .
- Certified CBT ( Cognitive Behavioral Therapy Life coaching ) -Transformation Academy 2021.
- First Aid Certification by the Red Crescent (January 2020).
- “The Science Of well-being” Online Course by the University of Yale – Coursera.

**Skills**

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| <ul style="list-style-type: none"> <li>• Fluency in both written and spoken English and Arabic.</li> <li>• German: Basic (speaking, reading and writing).</li> <li>• Excellent user of Microsoft Office, Power Point.</li> </ul> | <ul style="list-style-type: none"> <li>• Excellent organizational, analytical, presentation and communication skills.</li> <li>• Able to handle stressful situations.</li> <li>• Proven ability to interact with a diverse set of people.</li> </ul> |
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**Extra Curricular Activities**

- Participated in the Training and Development Hub conference by The Trainer - *April 2019*.
- Soft skills Training Given for Teachers – Roots international school (volunteered) - *October 2018*
- Participated in Career Development Program , Held at the German University in Cairo ( GUC ) – *2016* .
- Participated in a startup competition by Imagine cooperation and GUC - *2015*.
- Associate Development member at TEDxGUC *2014 -2015*.
- GUC Admission Trainee *2014-2015*.
- GUC Open Day ushering team- *2014* .
- Clubs coordination Usher, GUC Orientation- *2014* .
- Vice Public Relations Head at Theater and cinema school , German university in Cairo, Spring- *2013* .
- Global Next Research Group and Leadership Institute Certificate, participated in a Training conference by Dr. Phil Johnson "How to Build a Life " held at the German University in Cairo- *2012*.

**\*References Furnished upon request**