

# Essam Hassan Abdelazeem

Senior HR Generalist

Talented Senior Human Resources Generalist with extensive knowledge of benefits administration, compensation management, recruitment and all other areas of HR activities. Analytical and critical thinker with advanced communication and planning abilities. Looking to leverage 12 years of experience to take on a new role with A New Organization.

## Work History

2009-06 -	Senior HR Generalist
Current	<p><i>Future Office Furniture , Cairo</i></p> <ul style="list-style-type: none"><li>- Follow-up for all the employees of the company with government Agencies (Social Security - Office of Labour).</li><li>- Responsible for maintaining employee relations and problem solving.</li><li>- Welcoming new employees and introduce them to the company team, its regulations, instructions and work facilities.</li><li>- Managing the recruitment process in the company.</li></ul> <p>Advertisements</p> <p>preparation, follow-up, files preparation, job applications conducting interviews.</p> <ul style="list-style-type: none"><li>- Follow all procedures for operations within the company to training all departments.</li><li>- Prepare training needs analysis (TNA) and administers delivery of training and development initiatives to ensure timely and accurate implementation of agreed.</li><li>- Assist in the performance appraisal preparations including follow up on the collection of the appraisal forms in coordination with the team leaders and line managers.</li><li>- Interview the employee resigned and maintains a dialogue with him about the reasons for leaving and what are the problems that hinder the continuation of work and ways of treatment and prepare a special report of each case.</li><li>- Receives credentials of appointment of new</li></ul>

## Skills

Data Analysis

## Contact

Address	2 Badr Awad From Elnour St,Qubaa, Gesr El Suez Cairo, GZ
	Very Good
Public relations	Excellent
Computer	Excellent
Willing to relocate and accept responsibility	Very Good
Organizational and communication skills	Very Good

employees and ensures Completeness and Compliance With Them and Create Files.

- Prepare a periodic report discusses the reasons that are paid to leave work and how to treat them.
- Conduct Job Analysis To Create Job Descriptions and Specifications.
- Perform any other tasks assigned by the Director of the company.
- Improved organizational filing systems for confidential employee records, resulting in improved accessibility and efficiency.
- Assisted senior management with making key decisions by developing and submitting performance and compensation reports with status updates and improvement recommendations.

2007-09 -  
2009-05

### **Payroll Accountant**

*Future Office Furniture , Cairo*

- Preparation of monthly salaries of employees of the company.
- Preparation of Overtime Sheets of the employees of the company.
- Monitor The Time Attendance and Vacations Of Employees.
- Preparation of Monthly payments for Rented Cars.
- Maintained employee confidence and protected payroll operations by keeping information confidential.

## **Education**

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2001-09 -  
2006-06

### **Bachelor of Commerce: Accounting**

*Ain Shams University*

## **Certifications**

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HRM Diploma From Egy Cham 2015

## **Languages**

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English

