



Hossam Alaa El Din Abd El-Mohsen

97 Tawfiq Othman St. Al Wahda St, Imbaba, Giza

Objective

Looking forward to a new challenging opportunity in a multinational or a local organization where my educational background and skills can be applied and further develop in the field of Human Resources.

EDUCATION

B s c of Tourist Studies, tourist offices management and Ticketing, Future academy, 2012, Good

Courses

HR Management professional Diploma (35h), EGYCHAM Accredited by Ain Shams University, October 2015

Module 1: Human Resources Management.

Module 2: Recruitment and Selection.

Module 3: Compensation and Benefits.

Module 4: Training and Development.

Module 5: Contemporary Management.

Module 6: career Planning.

Module 7: Organization Behavior.

Module 8: Labor law.



Professional Experience

Jan.2018 till present

Senior HR Specialist at SAMMAN Engineering & Consulting

- Handle all hiring and termination procedures of employees: (employment offers & contracts, termination, forms, medical insurance procedures, hiring documents, any termination related internal documentation; signed resignations, social security forms # 1, # 6 & # 2).
- Maintain and update human resources documents (Leave requests, Residency, Contracts, Medical insurance, etc...).
- Handle staff annual leaves and issue reports to payroll and or line managers as appropriate.
- Follow-up residency renewal.
- Prepare contracts and Follow-up for contracts renewals.
- Coordinate with Finance management to hold monthly payroll system.
- Update all necessary relevant data to payroll system (Attendance, absence, penalties, new hires, resignations, annual increases, overtime, loans, social insurance & wages tax, etc.) on a monthly basis.
- Conducting Job Analysis to all jobs to create Job Descriptions and Job Specifications.
- Managing recruitment processes: (posting vacancies, employee referrals, internal candidates, recruiting agencies, screening and interviewing, selection activities and issuing offer letters for new hires, etc.).
- Conducting exit interviews to identify reasons for employees' turnovers, developing, administering and evaluating applicant tests.
- Managing performance review programs through KPIs to ensure effectiveness, compliance and equity, and link these programs' results with the annual increases and promotions.



Feb. 2017 Dec 2017

HR Specialist at HCC , AL HEGAZY CONSTRUCTION COMPANY.

- Prepare or maintain employment records related to events such as hiring, termination, leaves, transfers, or promotions, using human resources management system software.
- Informing job applicants of job duties, responsibilities, compensation, benefits, schedules, working conditions, promotion opportunities, etc.
- Conducting Job Analysis to all jobs to create Job Descriptions and Job Specifications.
- Developing CV database through identifying different sources for active and passive candidates.
- Conduct interviews and prepare turnover analysis reports.
- Coordinate with Finance management to hold monthly payroll system.



Sept. 2015 Jan 2017

HR specialist of Group Red sea petroleum service, Constructions & Roads, Ultra Extra Manufacturing.

- Prepare or maintain employment records related to events such as hiring, Termination, leaves, transfers, or promotions, using human resources Management system software.
- Informing job applicants of job duties, responsibilities, compensation, Benefits Schedules, working conditions, promotion opportunities, etc.
- Explaining human resources policies, procedures, laws, and standards to new and existing employees.
- Responsible for recruitment & selection process.
- Developing CV database through identifying different sources for active and passive candidates.
- Responsible for the performance management system through reviewing Objectives, KPIs, following up with managers for performance reviews and recommending developmental plans.
- Overseeing hiring process, which includes coordinating job posts, reviewing CV and performing reference checks.
- Coordinate with Finance management to hold monthly payroll system.
- Dealing with government bodies such as the (Labor Office - Social Insurance - etc.)



Language

- Arabic :mother tongue
- English :v. Good

Additional Skills

Computer Skills

- MS Office
- Internet applications literature

Interpersonal Skills

- people oriented skills
- Performance Appraisal skills.
- Negotiation and communication skills.
- High capability to work under pressure.

Personal data

- Name : Hossam Alaa El Din Abd El-Mohsen
- Address : 97 Tawfiq Othman St. Al Wahda St, Imbaba, Giza
- Military status Temporary postponed
- Marital status single

- Date of birth: 05th of Oct 1991

Reference are ready upon Request



Certificate of Completion

PRESENTED TO

Hossam Alaa EL Din Abdel Mohsen

HAS SUCCESSFULLY COMPLETED ALL REQUIREMENTS OF



Human Resource Management
35 Training Hours



V. GOOD

Date

From Oct 2015 To Dec 2015

Hanan Abd El Azim

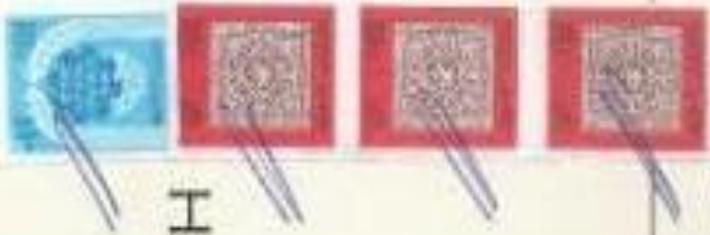
Manager

K. Elsayed

Grade



Chairman



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Email: info@redseaservices.com



البحر الأحمر العالمية للمقاولات
٩ شارع مكة - الدقي - الجيزة - ج.م.ع.
تليفون: ٢٠٢ ٣٣٣ ٧٩ ٦٢٦ - ٢٠٢ ٣٣٣ ٧٨ ٣٩٣
Email: info@redseaservices.com

Red Sea International G. Contractors

القاهرة في: - ١٦ / ٨ / ٢٠١٦

بأن الأستاذ/ حسام علاء الدين عبد المحسن / يعمل لدينا بوظيفة / أخصائي موارد بشرية اعتباراً

وقد كان خلال فترة عمله بالشركة يقوم بكافة الاعمال المكلف بها بكفاءة ، ويشهد له بحسن خلقه اداءه

وقد اعطيت له هذة الشهادة بناءً على طلبه لتقديمها إلى من يهمة الأمر دون أدنى مسؤولية علينا.

وهذه شهادة منا بذلك،،،

وتفضلوا بقبول فائق الأحرار والتقدير ،،،

شركة البحر الاحمر العالمية للمقاولات



Red Sea International

Thank You

MR. *Hossam Alaa El-Dien*

For your outstanding performance and dedication
to our organization.
We couldn't do it without you.



General Manager
7/11/2018

CERTIFICATE *of* EMPLOYEE OF THE MONTH

AWARDED TO

Mr. Hossam Alaa El Din

THE IDEAL EMPLOYEE
JUNE 2018

IN HONOR & RECOGNITION FOR OUTSTANDING COMMITMENT IN JOB
PERFORMANCE & WORK ETHICS
AT THE
HUMAN RESOURCES DIVISION - SAUDI OPERATIONS
SAMMAN ENGINEERING & CONSULTING



HR Team Leader

Mohammad Gaber

