

Mahmoud Helmy Issa

HR Department Head

📍 Bany Magdool, Kerdasa, Giza, Egypt

📅 7 August 1973

👤 Married

EXPERIENCE

Incosteel International Steel Company

2002 - 2013

- Supported **recruitment and staffing operations**
- Processed **salaries, attendance, and leave management**
- Maintained employee files and HR documentation
- Assisted in daily HR operations and reporting

HR Department Head

Egyptian National Drilling and Petroleum Services Company

2014 - Present

- Manage full-cycle **recruitment and hiring processes** (job posting, screening, onboarding)
- Oversee **payroll processing and salary administration** for employees
- Maintain and update **HR databases and personnel records**
- Ensure compliance with **Egyptian labor laws and company policies**
- Handle **employee relations** and resolve workplace issues
- Support performance evaluation and HR reporting
- Social Insurance

EDUCATION

Bachelor of Commerce (Accounting Division)

Cairo University

2001

CERTIFICATES

Seminar on the New Labor Law No. 14 of 2025 – Arab Center for Training and Development (ACTD)

HUMAN RESOURCES MANAGEMENT DIPLOMA at EGYCHAM

75 Hours

Advanced HR DIPLOMA at EGYCHAM

60 Hours

Mastering Microsoft Excel 2019 YAT Learning Solutions

60 Hours

SUMMARY

Human Resources professional with +20 years of experience in recruitment, payroll, and HR operations within the industrial and petroleum sectors. Proven track record in managing employee lifecycle processes, ensuring compliance with labor laws, and improving HR efficiency. Experienced in handling large workforce operations and supporting organizational growth. Seeking to leverage expertise in a Human Resources Manager / Head of HR role.

SKILLS

Human Resources Management

Recruitment & Talent Acquisition

Payroll & Compensation

Employee Relations

Labor Law Compliance

HR Operations & Administration

Microsoft Excel & Microsoft Word

Data Analysis & Reporting

Ability to Work Under Pressure

Strong Attention to Detail

LANGUAGES

Arabic

Native

English

Intermediate

New Insurance Law No. 148 of 2019 TRAIN

12 Hours