

MOHAMED ABD EL\_NABEY  
New El-Marg-  
Cairo



### **Objective**

Seeking for an opportunity as HR GENERALIST

### **EDUCATION**

Bachelor degree, Quality Control, at WORKERS UNIVERSITY, 2013

### **EXPERIENCE**

HR GENERALIST at New Cairo for real estate development Form 2017 -Till Now

- Serve as a link between management and employees by handling questions, interpreting and administering contracts and helping resolve work-related problems.
- Advise managers on organizational policy matters, such as equal employment opportunity and sexual harassment, and recommend needed changes.
- Analyze and modify compensation and benefits policies to establish competitive programs and ensure compliance with legal requirements.
- Perform difficult staffing duties, including dealing with understaffing, refereeing disputes, firing employees, and administering disciplinary procedures.
- Represent organization at personnel-related hearings and investigations..

**HR Specialist at Land Mark for real estate investment Form 2015 -Till 2017**

- Plan quarterly and annual performance review sessions.
- Forecast hiring needs and ensure recruitment process runs smoothly.
- Setting up company policies and maintaining updated employee records.

**HR ASSISTANT at Land Mark for real estate investment Form 2013 –Till 2015**

- Assist with the recruitment process by identifying candidates, performing reference checks and issuing employment contracts.
- Schedule meetings, interviews, HR events and maintain agendas.
- Process payroll and resolve any payroll errors.

### **Achievements**

- Complete a feasibility study and Marketing plan for a residential, commercial and administrative Project.
- Reconstructing the organizational structure of the company.

### **Training courses**

- Human Resources Management Diploma at EGYCHAM (6 months)
- ICDL at Russian Cultural center (4 months)

### **Computer Skills**

- Microsoft Word (very good)
- Microsoft Excel (very good)
- Microsoft PowerPoint (good)
- Microsoft Outlook (excellent)
- Microsoft Office (very good)

### **Language Skills**

- English (very good)

### **Personality Skills**

- Good communication
- Excellent analytical skills
- Effective interpersonal skills
- Excellent leadership skills

### **Personal Data**

Date of Birth: July 17,  
1991    Military Status:  
Exemption    Marital  
Status: Single

**References are ready upon  
request**