

Name Moataz Mohammed badawdy Mahmoud

Address 104 Mohammed Ismael street dar el Salam (Cairo)



Objective

Is seeking for a challenging opportunity as HR generalist, HR business partner, HR specialist, HR personnel, where my skills and knowledge can be fully utilized

Education

Bachelor of law (LLB) from Cairo University in 2017

With grade (good)

Experiences

- HR business partner (HRBP) at seoudi market from (27-2-2022) until the present moment , where I Mentor managers on employees' development best practices , Responsible for administering performance management program for department in charge, Advise managers on hiring and terminations, Administer employees' attendance and benefits, Provide guidance on employee behavior and conflict resolution, Conduct investigations in response to employee complaints, Partner with manager to develop succession plans, Analyze trends and metrics with the HR department , Provide HR policy guidance, Monitor and report on manpower plan fulfillment status, Assess in identifying training needs for teams and individuals, and Act as an HR (SPOC) to liaise between all HR functions and department managers.
- HR generalist at mazaya company for fragrance and gifts from (2-1-2017) until (31-12-2021) where I make the job analysis, job description, job Ad, Screening and reviewing candidates resume, interviewing, arrange interviews panel, send the newly hired email to the branches, prepare HR letters, and

work on manpower plan with Line managers, HR planning, work with line management, providing HR guidance, responsible for all hiring process where I write employee contracts, form 1, and also employee resignation where I make the clearance form, and form 6, send employee warning letters write and send employee work stub, receive employment documents from candidates and make sure its complete, reasonable for employee contract renewal, employee files, prepare a training schedule for beginners employee according to the training cycle (TNA) ,assist in payroll process where I work on veiwsoft system, enter employee data , vacations , and follow up their attendance and leave, follow up the weekly attendance report with managers , assist with social insurance department to prepare all the forms and document's and send it to the social insurance office in time

Key achievement

Business achievements

- Analysis the reason of turnover and limit the percentage of turn over
- Add a new form for job description , and job analysis
- Contribute with the responsible for the Social Insurance Department to finalize all social insurance forms and work stubs and send them to the social Insurance Office, in time

Personal achievements

- Volunteer at Resala association for charity
- member in the students union in the faculty of law (Cairo university)
- I was among the team working at the university theater
- participate in the project of preparing the lawyer of the future
- attend the qualification conference for judicial positions in the conference hall at Cairo university

Training and courses

- Human resources Diploma 72 training hours from Egyptian chamber of commerce (egychem), accredited by HRCI with grade (excellent)
- A certificate of completion Herby granted 35 HRCI credit Hours (HR general)
- The Human resources diploma from Egyptian chamber of commerce (egychem) , accredited by Ain shams university and HRCI (advanced track)
- ICDL diploma from YAT learning center 54 training hours accredited by yat learning center and Microsoft
- English language course from faculty of computer and information 35 training hours in Cairo university , which including conversation writing and listening
- English language course form not courses academy 72 training hours which including conversation and listening

Skills

Computer skills

- Very good at word
- Very good at excel
- Very good at windows
- Good at power point , access

Language skills

- Arabic is native
- English is excellent

Personal skills

- Negation skills
- Communication skills
- Management skills

- Team work
- Problem solving
- Innovation skills
- Planning
- Organizing
- Motivation
- Leadership
- Learning
- Achievement
- Active
- Data Analysis
- Flexibility
- Creativity
- Attention to Detail
- Responsibility

Additional data

- Date of birth **5-5-1994**
- Marital status **single**
- Military status **exempted**

References

References are ready upon request