

Rita Fathy Kamel

HR Generalist

Cairo, Egypt

Professional Summary

Dynamic HR Generalist with 4 years of experience in Human Resources within the freight forwarding and logistics industry, combined with more than 10 years of experience in the pharmaceutical field. Skilled in full-cycle recruitment, talent acquisition, payroll administration, compensation & benefits, employee relations, and training & development. Strong background in organizational support, communication, and people management. Adept at maintaining operational efficiency and supporting business growth through strategic HR practices. Proficient in English with good command of French.

Core Competencies

Talent Acquisition	Payroll Administration
Recruitment & Selection	Compensation & Benefits
Training & Development	Employee Relations
HR Operations	Performance Management
Pharmaceutical Industry Knowledge	Administrative Support

Professional Experience

HR Generalist – ECL Global Logistics

Cairo, Egypt | 2022 – Present

- Managing the full recruitment cycle including sourcing, screening, interviewing, and onboarding candidates.
- Supporting talent acquisition and workforce planning activities.
- Handling payroll preparation, attendance tracking, and employee documentation.
- Assisting in compensation & benefits administration.
- Coordinating training and development programs.
- Supporting employee engagement and internal HR communication.

Pharmaceutical Field Experience

More than 10 years of professional experience within the pharmaceutical sector with strong exposure to healthcare operations, communication, client handling, and organizational coordination.

Education

Bachelor's Degree in Pharmacy

Faculty of Pharmacy – Cairo University

Certifications & Diplomas

- HR Diplomas – Arab Academy for Science, Technology & Maritime Transport (AAST)
- Professional Diploma in Human Resources – EgyCham (Egyptian Chamber for Human Resources) | Excellent

Grade

Languages

- English: Professional Proficiency
- French: Good Working Knowledge
- Arabic: Native