

Mona Ezzat Kandil

Senior HR Generalist | Section Head – Personnel & Payroll

Maadi, Cairo, Egypt

Professional Summary

Senior HR Generalist with over 4 years of progressive experience in Personnel, Payroll Operations, and HR Compliance across IT, Distribution, and Manufacturing sectors. Proven expertise in managing end-to-end personnel processes, payroll coordination, social insurance compliance, and employee relations for headcounts up to 550 employees. Strong background in labor law compliance, HR systems implementation, and operational process improvement.

Work Experience:

Senior HR Generalist – Capital IT (Apr 2025 – Present)

- Lead Personnel & Payroll operations ensuring compliance with Egyptian labor law and social insurance regulations.
- Prepare and submit monthly payroll data (attendance, deductions, bonuses, overtime) with high accuracy and on-time delivery.
- Designed and implemented attendance, fingerprint, and disciplinary systems.
- Standardized HR documentation including contracts, salary amendments, warnings, and termination files.
- Established full social insurance coverage for all employees.
- Developed job descriptions and KPI framework across departments.

HR Generalist – Ramtrade Company (Oct 2023 – Mar 2025)

- Managed full Personnel operations including contracts, renewals, probation evaluations, and disciplinary actions.
- Coordinated payroll processing with finance and resolved discrepancies.
- Conducted HR compliance audits aligned with labor law.

- Managed employee relations and grievance handling.
- Generated HR reports (headcount, turnover, KPIs).

HR Personnel & Payroll Specialist – Experts Services Agency (Jun 2023 – Sept 2023)

- Processed monthly payroll in compliance with legal regulations.
- Calculated end-of-service settlements and vacation balances.
- Managed social insurance forms (1, 2, 6) and employee data updates.
- Monitored attendance and overtime for salary reporting.

HR Coordinator – YES Pac (550 Employees) (Mar 2022 – May 2023)

- Supported personnel operations for 550+ employees in manufacturing environment.
- Managed social and medical insurance procedures.
- Applied disciplinary actions in line with company policy.
- Coordinated contract renewals and probation evaluations.

Education:

Bachelor's Degree in Russian Language & Literature – Ain Shams University (2015)

Certifications:

- OD Executive Diploma – EGYCHAM (2026)
- Full HR Diploma – EGYCHAM (2025)
- HR Analytics Certificate – ELSICA UNIVERSITY (2025)
- Personnel & Payroll Workshop (New Labor Law 2025)

Key Skills:

- Personnel Operations Management
- Payroll Data Preparation & Coordination
- Egyptian Labor Law & Compliance
- Social Insurance & Governmental Procedures
- Attendance & Leave Management Systems
- Employee Relations & Conflict Resolution
- HR Reporting & KPI Tracking
- HR Analytics