

Ahmed Deshnawy Ibrahim

Senior HR Supervisor



Address: 6 October - Giza

Profile Summary

Senior HR Supervisor with over 7 years of progressive experience in Human Resources and Accounting. Proven expertise in recruitment lifecycle management, payroll administration, employee relations, social insurance procedures, and labor law compliance. Strong ability to align HR operations with organizational objectives while ensuring efficiency, accuracy, and regulatory compliance.

Work Experience

▪ **Senior HR Supervisor**

Al Tadamun Microfinance – December 2018 till Now

Recruitment & Hiring:

- Prepare and publish job advertisements across recruitment platforms.
- Screen CVs and shortlist qualified candidates.
- Conduct initial interviews and coordinate final interviews with department managers.
- Prepare job offers and complete hiring procedures.

HR Operations & Employee Records:

- Maintain and update employee personnel files and HR database.
- Monitor contracts, attendance, leaves, and performance records.

Compensation & Benefits:

- Review monthly attendance and apply administrative deductions.
- Process settlements related to work injuries and sick leave.
- Coordinate with the accounting department for payroll processing.
- Manage social insurance procedures (Form 1, Form 2, Form 6).
- Prepare end-of-service settlements for resigned and retired employees.
- Handle documentation and follow-up after final settlements.
- Overseeing the annual employees' summer vacation program, including planning, vendor coordination, and budgeting.

Policies & Compliance:

- Implement company policies and internal regulations.
- Ensure compliance with Egyptian labor law.

▪ **Financial & Administrative Assistant**

Al Tadamun Microfinance – March 2016 till November 2018

- Prepared customer disbursement files & processed temporary payroll.
- Processed temporary staff payroll & Prepared attendance reports.

▪ **Accountant**

The Company Import & Sale of Electrical Appliances – August 2013 till February 2016

- Managed daily accounting entries and financial records.
- Assisted in financial reporting and reconciliations.

▪ **Accountant**

Private School Zahrat El Madaen District 6 October – March 2013 till July 2013

▪ **Traveling Agent**

El Hana Holiday – part time

▪ **Customer Service**

Roots Stock Brokerage – part time

Education & Courses

- Bachelor's Degree of Faculty of Commerce in Accounting – **Cairo University** – 2011.
- PHR Diploma (Excellent) **EGYCHAM**.
- Labor Law, Insurance and Pensions Course from **IBS Training Academy**.
- English Course in Model (**Ministry of Defense Language Institute**) At Level 8.
- Training program for the development of computer skills.

Personal & Computer Skills

- HR Operations & Payroll Management.
- Communication Skills
- Social Insurance Procedures.
- Flexibility and Ability to Work for Long Time.
- Patience and Time Management.
- Attention to Detail.
- Working Under Pressure.
- Multi-Tasking.
- MS Office (Word – Excel – PowerPoint – Access)
- ERP System (Delta - Odoo - Oracle)

Language Skills

- **Arabic:** Native
- **English:** Is Good

Personal Information

- **Military Status:** Completed
- **Marital Status:** Single
- **Date of Birth:** 25th August 1989