

Mohamed Mahmoud Mandour

Address: Cairo, Egypt

Marital Status: Married

Birth Date: 30/9/1993

Military Service Status: Finished

Objective

Seeking a Challenging Career in a Reputable Place with Hoping to Enhance My Skills.

Work experience

Nacita Jun 2026 – Till Now

As a Senior Employee Relation Specialist

- Labor law office credentials.
- Applying for Form 1, 2, 6 to social insurance office.
- Answer the employees' HR inquiries and grievances while ensuring adequate support is provided to employees.
- Manage the full onboarding cycle for new candidates.
- Prepare employee files depending on required employment documentation.
- Following-up (Contracts and renewal dates - Salaries - salary deduction – annual leaves - conscription).
- Monitor and control employees' data to ensure timely processing and compliance with related policies.
- Formulate and update HR policies and procedures and internal labor regulations in line with the company's strategy and labor law.
- Organize monthly, quarterly, and annual employee performance reviews.
- Provide reports to the management and provide decision support through HR metrics
- Advise and support department managers in dealing with performance issues, termination of services, and employee settlements.
- Launching initiatives to strengthen employees' engagement with the company.
- Periodic and sudden supervise of employees to ensure the commitment of the company's rules.
- Assist in investigating and preparing case briefs and follow up with regards to the decided actions.
- Exit interviews to determine: (weaknesses point and the reason for termination to avoid high turn-over).

Carna Automotive Jul 2023 – May 2026

As a HR Generalist

- Labor law office credentials.
- Applying for Form 1, 2, 6 to social insurance office.
- Hiring for open vacancies.
- Filtering the right candidates by requirements and conducting first - interview.
- Determining the best candidates for the job to make a technical interview.
- Signing contracts with new candidates.
- Prepare employee files depending on required employment documentation.
- Following-up records of (Contracts and renewal dates - Salaries - salary deduction – annual leaves - conscription).
- Organize monthly, quarterly, and annual employee performance reviews.
- Report to the management and provide decision support through HR metrics
- Following-up commitment attendance (IN – OUT).
- Periodic and sudden supervise of employees to ensure the commitment of the company's rules.
- Conducting internal investigations.
- Exit interviews to determine: (weaknesses point and the reason for termination to avoid high turn-over).

Fast Moving Pharmaceutical Trade Jan 2021 – Jun 2023

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Etisalat Egypt Mar 2017 – Dec 2020

As a Team Leader.

- Customer service within the branch and answer their inquiries.
- Study the sales situation within the region and prepare marketing plans and strategies.
- Prepare reports on sales and shortcomings required by customers.
- Promote and sell the products offered by the company in accordance with the needs of each client.
- Preparing reports on the performance of each employee.
- Determine the points that need development and work on developing them.
- Recruitment and training on sales techniques and distinctive features of the organization's products.
- Communicate with customers to address complaints and provide appropriate solutions.

Qualifications

- College: New Cairo Academy
- Degree: Bachelor of Accounting (Jun 2015)

Certificates

- HR Full Diploma: EGYCHAM (75 Hours)

Language

- **Arabic:** Mother tongue
- **English:** V Good

Computer Skills

- **Operation System:** Microsoft Windows (Very Good).
- **Microsoft Office:** Word, Excel, Power Point and Internet (Very Good).

Personal Skills

- Hard Worker.
- Communication skills.
- Team working Skills.
- Adaptation to working conditions.
- Presentation Skills.

Interests

Music, Reading, Football and Swimming

Certificate

OF EXCELLENCE

This is to certify that
Mohamed Mahmoud Mandour
Has Successfully Completed All Requirements of
HR Professional Diploma
From April To June 2026

Grade
Excellent

75 Training Hours
Training Director
Hagar Ahmed

Chairman
Dr. Ahmed ElBayed