

MAHMOUD FAWZY

Eldaher , cairo | 12/1/2001

S U M M A R Y

HR professional with hands-on experience in talent acquisition, payroll, and organizational development. Experienced in managing full-cycle recruitment, ensuring accurate payroll processing, and supporting initiatives that enhance organizational effectiveness. Strong communicator adept at fostering a positive workplace culture and driving operational efficiency.

E D U C A T I O N

HELWAN UNIVIRSTY| CAIRO 2023

Bachelor`s Degree in business Administration

PROFESSIONAL HR DIPLOMA | EGYCHAM 2023

Comprehensive training in recruitment, onboarding, performance management, compensation, Employee relations and training and development.

ADVANCED HR DIPLOMA | EGYCHAM 2024

Strategic HR management with focus on workforce planning, talent management, Organizational development and leadership strategies.

OD HR DIPLOMA | EGYCHAM 2025

Learning the Fundamentals of OD and Strategies.

EXPERIENCE

TALENT ACQUISITION TEAM LEADER | AMERICAN EGYPTIAN ACADEMY | 2025 - TILL NOW

- Manage Talent Acquisition Team (4 Talent Acquisition Specialists)
- Manage full-cycle recruitment across 32 branches
- Built and implemented the HR system from scratch
- Reduced The Time To Hire For The Team From 7 Days To 2 Days
- Reduced turnover from 44% to 10% within 6 months
- Managed and analyzed a candidate pool of 7,000+ candidates
- Developed internal hiring and promotion evaluation systems
- Developed and implemented KPI systems for the talent acquisition team
- Developed performance improvement strategies

TALENT ACQUISITION SPECIALIST | AL HAYAH LOGESTICS | 2024 - 2025

- Managed full-cycle recruitment for both blue-collar and white-collar roles
- Collaborate with hiring managers to identify staffing needs.
- Conducted screening, interviews, and onboarding for new hires.
- Maintained high-volume recruitment.

RECRUITMENT SPECIALIST | B2B CO-WORKING SPACE | 2023 - 2024

- Managed HR operations including recruitment, employee relations, and payroll.
- Implemented HR strategies to improve workforce efficiency and align with business goals.
- Played a key role in improving organizational culture and employee engagement.

RECRUITMENT SPECIALIST | ODA GYM (30DA GYM) | 2020 - 2022

- Oversaw HR functions including recruitment, performance management, and payroll.
- Developed HR policies to support company growth.
- Managed employee relations and facilitated a positive work environment.

S K I L L S & C O M P E T E N C I E S

- English Level: B2
- Microsoft Office: Advanced
- Recruitment & talent Acquisition
- Mass Hiring
- Payroll administration
- Employee relations
- Performance management
- Organizational development
- HR Strategy & Policy implementation

R E F E R E N C E S

Available upon request.