



# Diaa Atef Mohammed Attia

📍 Cairo Egypt

## SUMMARY

12+ years of experience mainly in Recruitment, Personnel & Payroll and I have 4+ years of experience in Talent management, learning & Development, Compensation & Benefits, OD and People Planning Certified Professional HR Diploma Holder certified by SHRM , HRCI, and Egycham.

## SKILLS

- Human Resources Management Systems
- In-Person and Telephone Interviewing
- Decision Making
- Work Complaint Handling
- New Hire Onboarding
- Talent Acquisition
- Confidential Document Control
- Payroll
- Staff Training and Development
- HR Services
- Microsoft Office Suite
- Compensation and Benefits

## EXPERIENCE

September 2019 - Current

**Freelance HR Generalist Self employed | Cairo**

- Provided essential support to address individual HR needs of employees.
- Liaised with management to distribute training and promotional opportunity resources to employees.
- Safeguarded human resource information, maintaining employee confidence and protecting operations.
- Managed End-to-end Recruitment, Personnel & Payroll for external clients.
- Analyzed job descriptions and determined recruitment plan, timeline and advertising efforts to fill positions.
- Worked with HR department to devise and update policies as needed for corporate accountability and workplace health.
- Partnered with senior HR team to communicate company standards and policies.

March 2019 - September 2019

**Senior Personnel Specialist Bayantech**

- Supported supervisor with employee performance management by recommending discipline and documenting in personnel files.
- Administered benefits open enrollment by informing employees of enrollment period dates and answering questions.
- Researched HR-related regulations and industry best practices information to enable implementation of compliant and updated personnel procedures.
- Devised and enforced hiring and termination procedures.
- Reviewed and investigated grievances and discrimination complaints to provide advice to supervisors and executive team until process is completed and resolved.
- Conferred with management to develop or implement personnel policies or procedures.

April 2018 - March 2019

**Personnel Specialist Premier services and recruitment**

- Supported supervisors with employee performance management by recommending discipline and documenting in personnel files.
- Administered benefits open enrollment by informing employees of enrollment period dates and answering questions.
- Researched HR-related regulations and industry best practices information to enable implementation of compliant and updated personnel procedures.
- Devised and enforced hiring and termination procedures.
- Reviewed and investigated grievances and discrimination complaints to

provide advice to supervisors and executive team until process is completed and resolved.

- Interpreted and explained human resources policies, procedures or regulations.

July 2013 - September 2016

**Personnel coordinator Top Business Group For Human Resources**

- Established, maintained and updated employee files.
- Devised and enforced hiring and termination procedures.
- Informed job applicants of duties and responsibilities, compensation and benefits.
- Scheduled or conducted new employee orientations.
- Prepared or maintained employment records using human resources management system software.

July 2012 - January 2013

**Personnel clerk Intercontinental Taba Heights**

- Researched and corrected problems with time, leave and attendance records.
- Maintained electronic databases and physical files.
- Prepared job vacancy announcements for open positions to recruit and hire qualified staff.

March 2011 - September 2011

**Human Resources Executive Khan Al Sabun | Dubai**

- Regularly updated HR databases to reflect employee information, changes in benefits and other details.
- Developed job descriptions using targeted keywords and published job openings on company website and job boards.
- Worked with department managers to assess needs.
- Researched, identified and maintained knowledge of labor regulations, legal requirements and government reporting regulations.
- Devised training programs for new and existing employees.

July 2010 - February 2011

**Trainee Personnel Clerk Intercontinental Taba Heights**

- Maintained electronic databases and physical files.
- Responded to face-to-face, telephone and electronic requests for information.
- Established, maintained and updated employee files.

March 2005 - June 2005

**Trainee Personnel Clerk Holiday Inn Sharm Al Sheikh**

- Maintained electronic databases and physical files.
- Responded to face-to-face, telephone and electronic requests for information.
- Established, maintained and updated employee files.

September 2002 - September 2003

**Trainee Personnel Clerk The Oberoi Sahl Hasheesh Resort | Hurghada**

- Maintained electronic databases and physical files.
- Responded to face-to-face, telephone and electronic requests for

- information.
- Established, maintained and updated employee files.

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## CERTIFICATIONS

- Global Professional in Human Resources (SHRM, HRCI & EGYPT)

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## LANGUAGES

Arabic  
Mother tongue  
English  
Fluent

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## LANGUAGES

**Arabic:** First Language

**English:** C2

Proficient

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## EDUCATION

July 2010

**Bachelor of Hotel's Management** | Hotel's Management  
The High Egyptian Institute For Tourism And Hotel', Cairo