

Mahmoud Mohamed Amin Ahmed Lotfy



Born on: March 14, 1995

Address: 10th District, Sixth of October City, Giza

Objectives:

Seeking an opportunity as a Human Resources Manager

Using all of my academic studies, knowledge, experience and skills to Make a plan that makes employees achieve the company's goals of productivity and profitability while ensuring quality and customer satisfaction with an excellent internal relation among the staff, using all Human Resources functions:

- Organization development
- Talent acquisition
- Training, learning and development
- Performance management
- Personnel management
- Compensation and benefits

Education:

- **Human Resources Diploma**
Certification Date: **2022** Grade: **Excellent**
(Operational Level)
- **Advanced Human Resources Diploma**
Certification Date: **2023** Grade: **Excellent**
(Strategical Level)



Holds **two Diplomas** from **EGYCHAM** approved by the provider **HRCI, SHRM** and **Ain Shams University**.

“Bachelor of Laws”

Graduated from **Faculty of Laws, Cairo University**, Graduation Date: **2017**



Work Experience:

2023 - now **Human Resources Manager** At



and



- Manage the staffing process, including recruiting, interviewing, hiring and onboarding by Make a Manpower plan for each position and recruitment plan to talent acquisition by competency modeling.
- Solving problems with surplus and shortage of employees.
- Ensure job descriptions are up to date and compliant with all company regulations.
- Using training need analysis to develop the training materials and performance management programs to help ensure employees understand their job responsibilities.
- Create a compensation strategy for all employees based on market research and pay surveys and keeps the strategy up to date.

- Investigate employee issues and conflicts and brings them to resolution.
- Ensure the organization's compliance with labor legal.
- Use performance management tools to provide guidance and feedback to team.
- Ensure all company HR policies are applied consistently.
- Maintain company organization charts and employee directory.
- Partner with management to ensure strategic HR goals are aligned with company initiatives.
- Maintain HR systems and processes.
- Conduct performance and salary reviews and supervise preparing payroll every month.
- Analyze trends in compensation and benefits.
- Design and implement employee retention strategies.


2021 - 2023 **Senior HR Personnel Specialist** At  **PharmaOverseas**

I work a Senior Personnel Specialist at Three Branches from all Company Branches.

- Delegated by personnel section head to supervise the works of other personnel specialists those working in other eleven branches
- Listing and reviewing all vacations and holidays on ERP System.
- Preparing work requests in coordination with the Recruitment Department.
- Preparing an insurance file for new employees and sends it to the HR insurance specialist.
- Follows up on the end of the probationary period and the renewal of contracts with the direct manager on the specified dates.
- Follow up on the issuance of health insurance cards.
- Solving the problems of labor offices and insurances.
- Preparing the allowances and overtime for all employees.
- Preparing annual and semi-annual appraisals for all employees.
- Prepare or maintain employment records related to events, such as hiring, termination, leaves, transfers, promotions or assignments.
- Track employees' absences (regular / irregular), and send legal warnings accordingly.
- Responsible for all Personnel activities and dealing with government authorities, such as labor office, social insurance authorities, and medical insurance.
- Responsible for the medical and employee theft insurance file to editing, cancellation and following up with the medical insurance provider.
- Develop and prepare reports to the HR Management.

2019 - 2021 **HR Generalist** At  **قبانني سولذاث KABBANI FURNITURE**

- Announcing vacancies and selecting from among the applicants, conducting initial interviews with them, and coordinating efforts with the managers who make the final selection of candidates.
- Complete the recruitment procedures and the procedures for ending employee services.
- Routine employee work and servicing (attendance and leave - vacations - preparing payroll and wages - archiving records and documents - entering employee data within the system used by the company "excel" - social insurance work - entering work injuries ... etc.).
- Print letters related to human resources.
- Doing investigations among employees and issuing disciplinary decisions.
- Staff evaluation and promotions.
- Planning, guidance and leadership to reach the best possible result from all employees.
- Responsible for blue collar recruitment including sourcing, interviewing, Hiring, getting approvals & follow up on probation period, synchronize with direct manager accordingly, Assist into Monitoring and updating the existing compensation and benefits policies, guidelines and procedures, developing employee's benefits (cash & Non cash benefits).

2017 - 2019 **Head of Follow-up Dept.** At International Company for Readymade Garments. **TID LAMOND** PARIS 

I started as **Follow-up Specialist**

- Preparing daily, monthly and yearly reports of each production line in the factory and the average production of each section.
- Preparing a report showing the production and plans required to be produced based on priorities and production targets.
- Follow-up to the production of each section every hour, up to the target production.
- Follow up on the delivery of orders on time and inform the Planning Director of any delay that may be expected to occur.
- Follow-up to deliver the full plans to the store without any deficiencies.
- Record all production plans in their actual condition in each division of the factory.
- Notify the Planning Director of any departures or changes in the production process.
- Make a report that there are any deficiencies in any of the production plans and ask the production manager to complete it and follow up.

then **Engineering Management Specialist**

- Measuring the typical production time for each stage of production.
- Make statements of competencies of each worker in the factory for each month, and he must determine the value of the production incentive for him, by his individual production.
- Determining the efficiency of each production supervisor based on the average production of the factory's production and determining the incentive value accordingly.
- Prepare statements of incentive salary for each worker and production supervisor and send it to the accounts department to add it to their salaries.

And finally **Head of Follow-Up Dept.** and supervise of all follow up dept tasks.

2016 – 2017 **Call Center Agent** At  "Etisal international outsourcing co".

- Answer incoming calls and respond to customer's emails.
- Management and resolve customer complaints and identify and escalate issues to supervisors.
- Provide product and service information to customers and follow up calls where necessary.


Skills:

1. Computer Skills

- Excellent using Windows and Linux OS
- Excellent using ERP System in SAP software
- Excellent using and typing fast on all Microsoft office apps and LibreOffice
- Excellent using Internet and Computer maintenance
- Very good using Photoshop
- Very good using Microsoft Visio



2. Languages Skills

- Arabic: (Native)
- English: (B1) tested by  

3. Personal Skills

- Working with a multitasking
- Organization and Creativity
- Ability to work under pressure
- Leadership skills and teamwork
- Communication Skills
- Ability to work individually and co-operative team member

4. Technical Skills

- HR management at strategical level
- Making an audit of all HR functions
- Making an Organization Structures
- Making a Manpower plan and recruitment plan
- Making a competency modeling to hire the talent employees
- Making a HR Policies and Procedures
- Making a performance management system and appraisals
"KRA, KPA, KPI, vertical appraisal, horizontal appraisal, 360° appraisal, 540° appraisal and 720° appraisal"
- Developing firm performance indicators by HR functions
- Solving problems with surplus and shortage of employees
- Using a salary survey to make a salary structure
- Making a job classification to make a grading system
- Making a training need analysis and training design
- Calculating the return on investment of training plan
- Making a job analysis and specification it to make a job description
- Making a competency based interview to hiring a talents

References are ready upon request.