

# Esraa Mohammed Abd El-Hafiz

Cairo, Egypt

## Professional Summary

---

Experienced HR professional with hands-on experience in recruitment, employee relations, HR administration, payroll coordination, and policy implementation. Skilled in managing HR operations and supporting a productive and compliant work environment.

## Education

---

### Helwan University

Class of 2019

- Faculty of Commerce
- Major: Accounting
- Grade: Good

## Experience

---

### Senior HR Specialist — LS ELECTRIC CO



May 2025 – Present

"A Korean multinational company is working on the **Monorail project** in Egypt. "

- Manage full-cycle recruitment, including job postings, candidate selection, interviews, and onboarding processes.
- Oversee all employee-related processes, including contracts, HR records, and daily staff support.
- Administer attendance, timekeeping, and payroll, ensuring accuracy and compliance with labor laws and company policies.
- Maintain and enforce HR policies in line with labor regulations.
- Execute semi-annual performance evaluations and provide actionable development recommendations.
- Assist in annual salary surveys to align compensation strategies with market standards.

### Social Media Specialist — Smart Vehicle Transport

Aug 2024 – May 2025

- Designed visual content and managed creative campaigns using Photoshop & Canva.
- Developed content strategy and wrote engaging posts for social media platforms.
- Monitored accounts, tracked engagement, and analyzed performance metrics.
- Generated campaign ideas for company events, special occasions, and employee contests to boost engagement.
- Supported employee engagement initiatives through creative content and internal activities

### HR Generalist —

### Smart Vehicle Transport



Sep 2021 – May 2025

- Managed daily HR operations, including employee records, contracts, and documentation.
- Coordinated recruitment activities, including interviews and onboarding processes.
- Monitored attendance and maintained accurate payroll records.
- Supported the implementation of employee development plans and training initiatives.
- Assisted in employee engagement activities to enhance workplace satisfaction and experience.
- Ensured company policies were communicated and applied consistently across teams.
- Prepared HR reports to support operational decision-making.

## Certifications & Professional Development

---

- **HR Diploma** – EGYCHAM
- Digital Marketing
- Graphic Design

## Key Skills

---

- Talent Acquisition & Recruitment.
- Employee Engagement & Retention.
- HR Policy Design & Compliance Oversight.
- Change Management & Organizational Development.
- HRIS & ATS Systems.