

MOHAMED HATEM ISMAIL

CONTACT

Address: Cairo

PERSONAL INFORMATION

Date of birth: 27 Nov 1995

Gender: Male

Marital status: Married

Military Status: Accomplished

Nationality: Egyptian

PROFESSIONAL SUMMARY

I am looking forward to work in a great company, to start gaining practical experience, and work with experts to enhance my skills so I would be able to join the same company with many gained skills after my graduation.

EDUCATION

Graduate Institution: Cairo University, Faculty of Commerce.

Degree: Bachelor of Accounting.

Year of Graduation: 2019

Grade: Good.

WORK EXPERIENCE

Hr Manager at (Property Hills Company) 2/2025 – Present

1. Recruitment & Talent Acquisition

- Develop recruitment plans based on manpower requirements.
- Approve job descriptions and hiring criteria.
- Manage the end-to-end recruitment process.
- Ensure timely hiring while maintaining quality
- Build talent pipelines for sales, marketing, operations, and support functions.

2. Employee Relations & Engagement

- Act as a point of contact for employees on HR-related issues, ensuring a positive work environment.
- Organize employee engagement programs, team-building activities, and recognition initiatives.
- Handle conflict resolution and disciplinary matters professionally and fairly.

3. Training & Development

- Assess training needs and coordinate programs to enhance staff skills in Hr., and operations.
- Support career development plans and succession planning.

4. HR Policies & Compliance

- Develop and enforce HR policies and procedures in line with labor laws and company standards.
- Maintain compliance with legal requirements and ensure proper documentation.
- Oversee payroll accuracy and employee benefits administration.

5. Strategic HR Planning

- Collaborate with senior management to align HR strategies with company goals.

- Provide insights on workforce planning, compensation trends, and retention strategies.
- Support organizational restructuring and change management when needed.
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Workforce Planning

- Meet department managers.
- Analyze manpower requirements.
- Prepare annual hiring plans

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6. Performance Management

- Design and implement the performance appraisal system.
- Establish KPIs for all departments.
- Conduct annual and probation performance reviews.
- Recommend promotions, salary adjustments, and development plans.
- Define KPIs.
- Conduct quarterly and annual reviews.
- Discuss development plans.
- • Recommend rewards or corrective actions.

7. Compensation & Benefits

- Develop competitive salary structures.
- Review compensation based on market benchmarks.
- Manage employee benefits and incentive programs.
- Support payroll.

8. HR Operations

- Ensure employee records are accurate and confidential.
- Supervise attendance, leave, and HR documentation.
- Improve HR processes and automation.

Hr Specialist at (Property Hills Company) 5/2023 – 2/2025

- Creates, maintains and updates staff records on the HR database and issue regular reports as required.
- Creates, maintains and updates personnel files in complying with the Egyptian Labor.
- Handles all the recruitment process; writing and posting job ads, filtering CVs, calling selected applicants to schedule interviews, interviewing, evaluating applicant's skills, and sending appropriate correspondence to all applicants on a timely manner.
- Handles staff attendance and reports.
- Conduct an exit interview to the resigned employees in order to enhance the performance of the company and retain current employees.
- Administer the performance appraisal process.
- Recommend, develop and schedule training new employees in the recruitment department.
- Update job descriptions when needed.
- Processing Payroll (determine pay schedule) (track time & attendance) (calculate deductions).

Hr Recruiter at (Xceed) 9/2022 – 4/2023

- Working on a system HRIS.
- Send job offer emails and answer queries about benefits.
- Interview candidates (via phone, video, and in-person).
- Source potential candidates from various online channels (e.g., social media and professional platforms).
- Design and update job descriptions.
- Advertise job openings on company's careers page and social media.

Bancassurance – Banque misr At (Allianz Egypt) 8/2021 – 9/2022

- Achieve sales targets set for the assigned branch through motivating and coaching the bank's account officers to generate leads as well as Individual sales efforts by identifying prospective clients, identifying clients needs and promoting solutions based on company products.
- Build a strong base of prospects
- Handle all customer inquiries, requests and complaints to maximize customer satisfaction.

Sales Admin At (El-Haditha Company) 5/2018 – 4/2019

- Check orders and invoices for accuracy
- Contact clients to obtain missing information or answer queries
- Communicate customer feedback
- Compile sales reports and monitor sales efforts.

SKILLS And Courses

Computer Skills

- Windows.
- MS Office.

Language Skills

- Mother Tongue: Arabic.
- Other Languages: Very Good Spoken and written English.

Additional Skills

- Leadership skills.

Courses

Professional Track in Hr (EGYCham)

English Course Level Seven (Fluency)

- Hard worker.
- Self-motivated.
- Able to work under pressure.
- Honest.
- Active.
- Team player
- Analytical.

INTERESTS

- Athletics.
- Swimming
- Playing Football

REFEREES

Upon Your Request