

# Ahmed Mashhour Mahmoud Mohamed ( HR Supervisor)



Address : 42 st AL Fateh Shoubra AL Khaimah Qalyubia

<b>PERSONAL INFORMATION</b>	▪ <b>Date of Birth</b> : 21,Mar,1989	▪ <b>Car License</b> : Yes
	▪ <b>Marital status</b> : Married	▪ <b>Military Status</b> : Finished

**Objective** • **Seeking** a challenging opportunity as ( HR Assistant Manager ) .

**Education** • **Bachelor** of Law with Grade (Good) - **Faculty of Law** Cairo University – May 2010.  
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• **Diploma** In Public Law - **Banha University** – May 2015.

**Work Experience** 05 / 2021 – To Now  
**Position:** Dispatching & Planning Officer.  
**Company:** RATP Dev. Mobility Cairo.



## My Duties:

- The Dispatching Officer is in charge of executing the daily roster plan to ensure that all operational staff are following their working schedules.
- Receive monthly staff roster from planning engineer & prepare and update it daily.
- Develop daily timesheets for all operation staff (drivers, OCC, station masters & LSB & supervisors and WLSB, etc.) and send it to planning engineers.
- Consolidate monthly timesheets and days worked for all staff and send it to planning engineers for validation.
- Collect swap request forms and paper signed leave requests Sign in and sign out for the drivers start their cycles at Adly Mansour/Attaba.
- Follow up driver's duty start times at El Salam Workshop or Abbassia workshop or any of the stations' sections attend at the planned time, then ensure when they come to Adly Mansour/Attaba station to sign in.
- Inform CCP/Planning team for any swap for the driver at Adly Mansour/Attaba station. Arrange the relief for the driver in case of emergent absence to ensure there is no any delay for the departure of the trains and inform the CCP/Planning team.
- Report to planning engineers any abnormalities and seek for instruction.
- Coordinate with CCP during the incidents to reassign the drivers.

-Assists the Planning Engineer in his duties.

## Work Experience

10/ 2016 – 03 / 2020

**Position:** HR Specialist Supervisor.

**Company:** GS / GPS E&C Egyptian Refining Company & GS Engineering & Construction.



### My Duties:

- Carry out assignment assignments, Supporting and developing talents through developing policies and managing procedures. - Responsible for administrative tasks that contribute to making the company the best place to work. Committed to friendly staff support. Provide excellent assistance and support for the development and implementation of HR initiatives and initiatives Advise on policies and procedures. Contribute to employment by preparing job descriptions, posting advertisements, managing employment, creating and implementing effective qualification plans Develop training and development programs
- Assist with performance management processes and Maintain employee records (attendance, EEO data etc.) according to policy and legal requirements Review of working conditions. Ensure legal compliance with requirements and skills. Knowledge of HR functions (wages and benefits, - Recruitment, training, development, etc.) Understanding of labour and disciplinary laws Procedures
- Follow up with recruitment team in regards to the completed remote or onsite hires. Update all stakeholders with the new hires details.
- Handling all hiring processes including employment contracts, social insurance applications, medical insurance procedures, and the hiring documents collection with all new employees.
- Keep updating employees status on the system and adding notes on his profile

## Work Experience

07 / 2013 – 08 / 2016

**Position:** HR Specialist & Legal and Administrative Affairs.

**Company:** AL Aqsa Import & Export Company.



### My Duties:

- Establishing employees payroll accounts.
- Keep tracking employees attendance over the HRIS. -Generate employees attendance monthly reports from the systems.
- Collaborate with the financial team for employees monthly wages and compensation.
- Follow up on activating the social and medical insurance subscriptions.
- Collaborate with customers HR team in regards to employees attendance and overtime Communicate with remote and on-site employees to support them in various HR-related topics.
- Update and maintain the employees' personal files in compliance with the Egyptian labour law.
- Align internal HR policies and procedures, labour law and standards to new and existing employees.
- Handling all termination procedures and following up on the law suits if available. - Leverage feedback for continuous improvement to the onboarding process.
- Develop a deep understanding of customers business and operational objectives.

**Work Experience** 8 / 2012 – 6 / 2013  
**Position :** Lawyer.  
**Office:** MR. Yasser Mahmoud Law Office.

**Training Courses** -**HR Diploma** From EGY Champ (35 Hours) Accredited by Ain Shams University and HRCI–May2022. With Grade (Excellent 96%).

-**Safety & Health Training** From OSHA Academy –USA (30 Hours) General Industry – Aug 2017.

-**Safety & Health Training From** OSHA Academy –USA (30 Hours) Construction Industry – Sep2017.

-**Presentation Skills** From American Chamber of Commerce in Egypt – Nov 2015.

-**Program for preparing Arab and international arbitration advisors** in investment disputes and intellectual property contracts From Institute of African Research and Studies – Nov 2013.

**Language skills** -Arabic: Native language.

-English: Good (Reading, Written and Spoken).

**Computer skills** Very Good in :

- Ms Office Specially Excel & Word
- Internet
- Emails

**Personal Skills** -Work With team.

-Learning and Understanding Quickly.

-Leaning my Self.

-Communication With Others.

-Able to Work Under Stress.

**References** References are available on request.