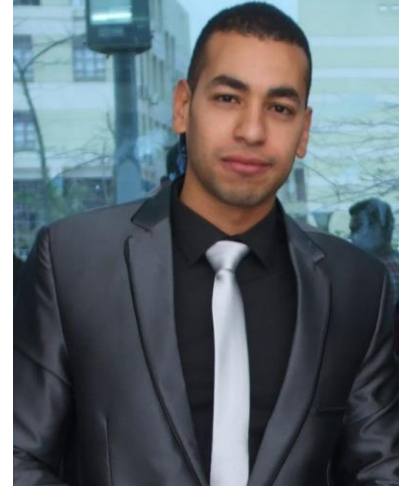


**Full Name:** Mohamed AbdelFadeel AbdelRazek

**Address:** 291 Al-Salam Street-5<sup>th</sup> District- 6<sup>th</sup> October City

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### **Objective**

HR Generalist with progressive experience managing employee benefits and compliance, employee hiring and onboarding performance management process, licensure tracking and HR records, dependable and organized team player with the ability to effectively and efficiently

### **Education**

Bachelor of Economics and Management, October 6<sup>th</sup> University, department of political science, July 2017

### **Experience**

HR Generalist in Lapomme Company (May, 2021 – till Now)

- Recruiting, staffing & including preparing application packs for vacancies and advertising.
- Handling potential candidate's inquiries, processing reference requests and preparation of employment.
- Preparation session for new employees and provided them with Whitlam, including the company's policies and orientations
- Ensure proper workflow for social & medical insurance and coordinating necessary documentation
- Administer human resources plans and procedures for all company personnel assists in development and implementation of personnel

Policies and procedures prepares and maintains employee handbook and policies and procedures manual..

- Continuously and accurately Maintains Human Resource Information System records, database and employee's files.
- update existing database accordingly.
- Working with departments, increasingly in a consultancy role, assisting line managers to understand and implement policies and procedures.

HR Generalist at Iplas Company in 6<sup>th</sup> October City (Sep. 2019 – Mar. 2019).

- Planning the company's workforce by determining the number and quality of employees in the company and dealing with the shortage of labor and surplus labor in the company.
- Recruitment and Selection , starting with posting the advertisement on the various employment sites, receiving and screening the CVs, setting appointments with job applicants, conducting personal interviews with them, selecting the right people, taking procedures for their appointment.
- Training and development by identifying employees who need training to raise the efficiency of their performance in the organization, and identifying, developing, motivating and promoting employees with high performance.
- Compensation and benefits by making salaries for employees, social and health insurance for them in the company, in addition to making insurance forms for the company
- Personnel affairs by constantly updating the files of the company's employees and conducting investigations in accordance with the company's articles of association and sanctions list
- Performance appraisal by creating a system to evaluate the performance of the company's employees on an ongoing basis, according to the job description cards for the company's employees, and following up the annual increases for the company's employees.

Accountant at Iplas Company in 6<sup>th</sup> October-(May. 2019 – Sep. 2019).

### **Achievement**

- Database builds for employees in Lapomme Company in a session
- Focusing on competitive advantage development for Iplas Company

### **Courses**

- Human Resources Management diploma at Egycham certified from Ain Shams University& HRCI
- Social Insurance and Egyptian Labor Law 148\_ 2019 (9 Hr.) certified from IBS Training Academy
- HRM Course (90 Hr.) certified from Cairo University
- International Crisis Management course the difference between (crisis) & (problem), from Cairo University

### **Skills**

Computer skills:

1. Windows 7
2. MS.2010 (Word2010-Excel-Access-Powerpoint)
3. IE8+Outlook2010.

Language Skills:

- **Arabic:** Mother Tongue
- **English:** Good

Personal Skills:

- A good communication Skills
- Negations persuasion skills
- Ability to logical and analytics approach to solving problems and resolving issues
- Leadership skills
- Good time management & organization
- Ability to work under any circumstances

- Creativity in finding the best environment to work effectively to achieve the final result
- Number oriented & people oriented

**Personal Data:**

- Date of birth: 5/7/1995
- Marital status: Married
- Military Service: finished

**References:**

References is available at anytime