

Kareman Hassan Masoud

Address: Cairo – Zahraa El Maadi

Education :

Al Refaq University – Libya – Faculty of Commerce

Graduated year : 2009

EXPERIENCE:

Point Event – Advertising & Marketing from January 2025 – Present Job Title: HR Manager

- Managing all HR functions including recruitment, performance management, payroll, and training.
- Designing and implementing HR policies aligned with labor law.
- Handling social insurance, tax, and payroll compliance.
- Supporting business needs through talent acquisition and development.
- Leading HR operations for exhibitions & events staffing.

Middle East Security - MES From April 2021 – December 2025 Job Title: Payroll Manager

- Managed and processed payroll accurately and on time.
- Worked on Odoo ERP HR module.
- Verified documentation and prepared disbursements.
- Prepared and maintained social insurance records and employee files.

El Nawawy Pharmacies Group - Maadi From January 2020 – February 2021 Job Title: Senior Payroll & Personnel

- Conducted interviews and pre-screening for junior & mid-level positions.
- Performed background checks and managed orientation sessions.
- Acted as the first point of contact for management regarding government relations.
- Maintained employees' files and social insurance documentation.
- Developed and standardized personnel forms.
- Tracked employees' absences and issued legal warnings.

Elite Pharmacies Group From October 2018 – July 2019 Job Title: Recruitment Specialist & Admin

- Identified recruitment needs by analyzing job descriptions and qualifications.
- Built applicant sources through community services, colleges, and online platforms.
- Conducted interviews, reference checks, and shortlisted candidates.
- Managed social insurance forms and employee records.

Boy and Girl Center for Microscopic Syringe from December 2014 – April 2018 Job Title: HR Personnel & Admin

- Managed daily employee relations including leave administration and absences.
- Prepared employment offers and contracts in line with company policies.
- Coordinated payroll with finance and maintained compliance.
- Managed employee database and issued official communications.

El Karama for Travel and Tourism From December 2009 – September 2014 Job Title: Accountant

- Recorded and maintained accurate financial transactions.
- Prepared payments, verified documentation, and ensured compliance.
- Provided recommendations on financial actions through analysis.
- Supported and guided clerical accounting staff.

El Manzah Company From June 2007 – December 2009 Job Title: HR & Admin Specialist

- Acted as liaison with government authorities on labor and corporate law matters.
- Prepared and maintained social insurance records and files.
- Tracked absences and issued legal warnings.
- Managed annual contract renewals and hiring documentation.

Training Course:

Diploma in Human Resources Management – Ain Shams University.

Certificate of Achievement Workshop (Labor Law, Social Insurance) – 35 training hours – 2024.

HR Operations Workshop (Labor Law, Social Insurance, Tax, Payroll) – 35 training hours – Sep 2025.

Human Resources Diploma – EgyCham (with Dr. Ahmed El-Sayed).

Currently pursuing Advanced HR Management Diploma – EgyCham

Skills:

Computer Skills:

- Payroll Management (Manual Processing)
- Excellent knowledge of Microsoft Office.
- Odoo ERP HR Module.

Language Skills:

- Arabic: Native Language
- English: Intermediate

Personal and Soft Skills

- Problem-Solving & Decision Making
- Presentation Skills
- Efficient under Pressure
- Teamwork & Collaboration