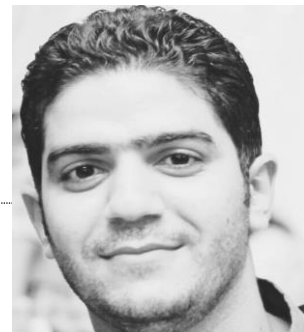


Adham Hamdy Hedar Mohammed



Address : 16 Noor Eelam, Waraq, Giza.

Job Objective

Seeking a mid-level position to begin my career in a high-level professional environment. To secure employment with a reputable company, where I can utilize my skills and human resource studies background to the maximum. Seeking a challenging career with an HR Section Head

Education

- Bachelor of information systems and administrative, Ain Shams University, Graphic, May-2011.

Experience

Simplex Arabia CNC www.simplexarabia.com



Senior HR Generalist from Dec 2021 till Now.

- Develop and implement HR strategies and initiatives aligned with the overall business strategy.
- Manage the recruitment and selection process.
- Overseeing recruitment efforts for all personnel, including writing and placing job ads.
- Conducting new employee orientations and employee relations counseling.
- Overseeing exit interviews.
- Maintaining department records and reports.
- Recommending new policies, approaches, and procedures.
- Establishing a new system in order to calculate the overtime, the different leaves, penalties and the seasonal overtime in an easy way.
- Developing, revising, and recommending personnel policies and procedures.
- Follow the HR database and regularly update the personnel information.
- Follow and maintain social & medical insurance actions.
- Opening a social insurance file and following up Form)1(for employees.
- Handling employee's contracts and official papers as required.
- Issuing necessary periodic reports and any additional reports according to business needs.
- Supervise & interact closely with recruitment coordinators as well as continuous follow up.
- Setting KPIs and provide feedback to subordinates.
- Discussing with line managers for job specifications, job duties, qualifications and skills.
- Follow up and receive all hiring's papers for new employees according to social insurances & labor law.
- Ensuring that all employees' files & records are updated and complete.
- Finalize the EX-employees, their final salaries, and all his settlement. (Financial and paper dues) and submit.

- Perform the renewal annual contract by the suit time. And follow up probation period.
- Relates Sick leaves to employee's medical utilization to set criteria for sick leave judgement, which affects the production capacity positively.

Image Market (preferred in retail) www.facebook.com/ImageMarket.eg



Senior HR Payroll & Personnel from Dec 2020 till Dec 2021.

- Review payroll reports and timesheets for correctness before payroll transactions.
- Ensure that employee payroll processing follows state laws and is processed accurately and timely.
- Oversee salary changes, deductions, bonus, vacations payouts, and benefits for employees.
- Support for all personnel activities and dealing with government authorities, such as labor office, social insurance authorities, and medical insurance and build a strong relationship with them.
- Creating and maintaining personnel records for each employee and maintaining the employee database system.
- Maintaining Employees Data (adding new hires, deactivating leavers, adjusting changes).
- Analyze payroll issues and recommend corrective actions , withholding taxes accurately.
- Maintain payroll system up-to-date and accurate.
- Handling HR input to finance for the payroll: new hires, leavers, leavers vacations settlements, employee's medical refunds, any due deductions, workers' salaries.
- Managing workers including: KPIs, overtime, uniform, vacations.
- Maintain employee payroll records and timesheet data for future references.
- Preparing monthly attendance and consolidation reports.
- Administering employees' internal investigations according to labor law regulations.
- Following up with employees' contracts, renewals, resignations, and hiring documents.

Exception (Exception Pastry) www.exception-group.com



Senior HR Specialist from Dec 2019 till Dec 2020.

- Follow the HR database and regularly update the personnel information.
- Follow and maintain social & medical insurance actions.
- Review the monthly payroll calculation and ensure that all employee transactions have been accurately reflected in calculation.
- Reviewing the employees' Monthly Attendance, Deducting the absenteeism, late, early leave and penalties from their salaries.
- Preparing the resignation with calculating the final settlement to be approved by the Managing Director.
- Maintain the HR database and regularly update the personnel information.
- Represent the Group for all labor and social insurance issues.
- Responsible for all required forms for social insurance (Forms 1, 6 and 2).
- Responding to employees' inquiries, requests and handling employees' questions.
- Prepare and maintain employment records in terms of employment papers and required documents.
- Handling the enrolment of the new hires in the company social insurance file and
- handling the pending issues related to the social insurance

- Manage complains and suggestions redirected by employees.
- Record, maintain and monitor attendance to ensure employee punctuality
- maintain and update employee database.
- Handling employee's contracts and official papers as required.
- Responsible to calculate and prepare the HR cost reports for all business units.

ITC Group (Imperial Trading Center) www.itcgroup.com



HR Generalist from Nov 2018 till Dec 2019.

- Follow up Contract renewal.
- Follow up Probation Period.
- Issue social insurance form-1 & Form 2 & Form 6.
- Follow up all the reports related to the labor office.
- Prepare employee files for newly hired to review and ensure compliance with company regulations.
- Monitor and review vacation balance for each employee to ensure not exceeding balance eligible for by labor law.
- Generate monthly reports concerning (social insurance in & out – vacation – disciplinary actions to be submitted to HR Manager.
- Calculating deductions according to reviewed attendance Vs actual working hours for each employee for compliance.
- Review all needed data for payroll transactions to process monthly payroll.
- Generate payroll report.
- Review resigned employees' data to issue final settlement according to company policies and procedures related to payment and deduction.
- Review medical reimbursement forms supported by documents attached to review and approve and send to finance for release.
- Source and recruit candidates by using databases, social media etc.
- Screen candidates resumes and job applications.
- Conduct interviews using various reliable recruiting and selection tools/methods to filter candidates within schedule.
- Onboard new employees in order to become fully integrated.
- Conducting exit interviews on terminating employees.
- Responsible for all human resource activities to include employment, Compensation, Labor relations, Benefits, Training and Development.

Al Hokair Group "Marakez" (Mall of Arabia)



Personnel & Admin Specialist from June 2017 to Nov 2018

- Responsible for reviewing the files of the newly hired employees and to confirm the completion of these files.
- Update all required HR documents & job descriptions according to the organization restructures & ISO requirements.
- Handling employee's contracts and official papers as required.

- Maintaining clearance database, notify staff of renewal date and file clearances.
- Responding to internal and external HR related inquiries or requests and providing assistance.
- Follow up and monitoring the Monthly attendance for the employees.
- Responsible for medical insurance requests and liaise with the medical insurance provider.
- Handling all related staff social insurance procedures and issue regular reports as required.
- Coordinate the employee annual leave schedules and leave processing, and update all annual leave issues.

Chipsy for food industries (From April 2012 till June 2017)



HR Generalist (from April 2014 till June 2017)

- Support the (recruitment / hiring) process by sourcing candidates (white & blue collars).
- Preparing for interviews with candidates to check their work experiences & assisting in arrange shortlisting.
- Follow up and receive all hiring's papers for new employees according to social insurances & labor law.
- Recording the employee on the internal system & attendance machine.
- Responsible for the orientation process for new employees.
- Responsible for the monthly salaries & overtime and pay the salaries to the employees.
- Follow employees' work attendance and monitor their punctuality.
- Ensure that all employees' data is up-to-date and all HR Processes comply with Labor law.
- Ensure that all employees' files & records are updated and complete.
- All company social insurances issues with several Insurance Offices coverage of all social insurances Aspects.
- Prepare social insurances forms 1, 2, 6. (Form 2 every year only).
- Send checks monthly payments of the social insurances and work office according to the specified Periods.
- Coordinate the employee annual leave schedules and leave processing, and update all annual leave issues.
- Perform the renewal annual contract by the suit time. And follow up probation period.
- Establish, complete and update the personnel policy and procedures that fit with the social insurances and labor laws also with the company policies and objectives.
- All medical insurance responsibilities with the insurance company & follow up for all related issues.
- Finalize the EX-employees and their final salaries and all his settlement. (Financial and paper dues) And submit.
- Following-up with the labor office inspections on the company head office and branches to avoid any disciplinary action or penalties, plus paying required amounts for the labor force when needed.
- Manage the implementation and interpretation of Personnel policies and procedures to ensure a high standard of discipline, organization and transactional justice across the company.

- Support in planning & scheduling of programs; courses, workshops & events and maintain the agenda.
- Collect & analyze Data on each program.
- Ensure that the company policy and the Egyptian work laws are communicated and understood within the organization.
- Prepare the annual training plan according to the training needs analysis whether internal /external trainings.
- Communicate with the training agencies to select and determine the required trainings.
- Evaluating the performance of the employees before & after obtaining the training.

Achievements

- Opening an insurance file for ARG Group Company.
- Create a policy for ITC Group Company.
- Create Professional HR Documents for ARG Group Company.

Training Courses

- Attending professional human resources diploma at EGYCHAM, Accredited by Ain Shams University, HRCI and CHARM (From Dec 2022 to Mar 2023)
- Personnel & Labor law workshop from (HCC in 2018).
- ICDL Track (International Computer Driving License Cairo University in 2017).

Skills

Personal Skills:

- Good interpersonal skills.
- Self-Learning and understanding quickly
- Communication skills.
- Working under stress.
- Business and communication skills
- Negotiation and solving problem skills.

Computer Skills:

- Excellent in MS Office (Word, Excel, PowerPoint)
- Presentations/Slideshows (PowerPoint)

Language Skills:

- Arabic: Mother tongue
- English: Good

Personal Data

Nationality : Egyptian
Date of Birth : 9 May 1992
Marital status : Single
Military Status : Exempted

Reference furnished upon request