

MahmOud Helmy Issa

HR Department Head

📍 Bany Magdool, Kerdasa, Giza, Egypt 🇪🇬

7 August 1973

👤 Married

EXPERIENCE

Incosteel International Steel Company
2010 - 2013

- Supported recruitment and staffing operations
- Processed salaries, attendance, and leave management
- Maintained employee files and HR documentation •

Assisted in daily HR operations and reporting

HR Department Head
Egyptian National Drilling and Petroleum Services Company 2014 - Present

- Manage full-cycle recruitment and hiring processes (job posting, screening, onboarding)
 - Oversee payroll processing and salary administration for employees
 - Maintain and update HR databases and personnel records
 - Ensure compliance with Egyptian labor laws and company policies
 - Handle employee relations and resolve workplace issues •
- Support performance evaluation and HR reporting
- Social Insurance

EDUCATION

Bachelor of Commerce (Accounting Division)
Cairo University 2001

CERTIFICATES

Seminar on the New Labor Law No. 14 of 2025 – Arab Center for Training and Development (ACTD)

HUMAN RESOURCES MANAGEMENT DIPLOMA at EGYCHAM
75 Hours

Advanced HR DIPLOMA at EGYCHAM
60 Hours

Mastering Microsoft Excel 2019 YAT Learning Solutions
60 Hours

SUMMARY

Human Resources professional with +20 years of experience in recruitment, payroll, and HR operations within the industrial and petroleum sectors. Proven track record in managing employee lifecycle processes, ensuring compliance with labor laws, and improving HR efficiency. Experienced in handling large workforce operations and supporting organizational growth. Seeking to leverage expertise in a Human Resources Manager / Head of HR role.

SKILLS

Human Resources Management
Recruitment & Talent Acquisition
Payroll & Compensation Employee Relations
Labor Law Compliance
HR Operations & Administration
Microsoft Excel & Microsoft Word Data Analysis & Reporting
Ability to Work Under Pressure
Strong Attention to Detail

LANGUAGES

Arabic	Native
English	Intermediate

New Insurance Law No. 148 of 2019 TRAIN

12 Hours