

# Mohamed Samir Mohamed ELMahdy

Cairo, Egypt

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## **Objective:**

Seeking a for a job position in Human Resources, Where I can utilize my experience and abilities. Aimed to enhance my knowledge and skills while making a significant contribution to the development of the organization

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## **Education:**

Bachelor Degree OF Commerce, Accounting Section, Ain Shams, University in Cairo. Egypt, May 2019 Grade Good

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## **Work experience:**

### **\*Aqar land For Real-estate**

#### **HR Manager, Jan 2022 Till now**

- Serve as a link between management and employees by handling questions, interpreting and administering contracts and helping resolve work-related problems.
- Analyze and modify compensation and benefits policies to establish competitive programs and ensure compliance with legal requirements.
- Advise managers on organizational policy matters such as equal employment opportunity and sexual harassment, and recommend needed changes.
- Perform difficult staffing duties, including dealing with understaffing, refereeing disputes, firing employees, and administering disciplinary procedures.
- Identify staff vacancies and recruit, interview and select applicants.
- Plan, direct, supervise, and coordinate work activities of subordinates and staff relating to employment, compensation, labor relations, and employee relations.
- Represent organization at personnel-related hearings and investigations.
- Administer compensation, benefits and performance management systems, and safety and recreation programs.
- Provide current and prospective employees with information about policies, job duties, working conditions, wages, and opportunities for promotion and employee benefits.
- Analyze statistical data and reports to identify and determine causes of personnel problems and develop recommendations for improvement of organization's personnel policies and practices.

### **\* R&K for Fashion Wear**

#### **HR Generalist, Jan 2021 Till Jan 2022**

- Follow up on the daily attendance of employees through the attendance system "Fingerprint machine"
- Follow-up and data entry for every transaction on the attendance system
- Provide periodic reports about employee's regularity and review employees' vacation, absence, attendance, sick leave, ...etc
- Controlling the vacation system and tracking the vacation balance of all employees  
Manage penalty system according to the labor law and maintain penalty records up to date
- Responsible for handling personnel tasks that require labor law and insurance
- background such as leaves validation, insurance office interaction, work permit  
Handles all leave approvals and validations in reference to the internal and law regulations
- Handles all insurance activities including representing the company in front of the Egyptian insurance authority
- Receives hiring documents from employees and prepares contracts and hiring documents to be signed by eligible employees.
- Updates the social insurance tracking sheet with monthly changes (e.g. Contracted employees, Leavers)
- Follows up with the employees who are socially insured by other organizations till they finalize their cases

## **\*Tec-merge for Trading**

### **HR Specialist, Aug 2019 - Dec 2020**

- Reconcile payroll deductions each pay period.
- Data entry of any changes and review payroll each period.
- Monitor daily attendance and Investigate and understand causes for staff absences.
- Develop and implement a human resources plan and personnel management policies and procedures.
- Provide advice and assistance to staff and management on pay and benefits systems.
- Post any open positions, review resumes and set up interviews, and updating information on all recruiting websites
- Explain company personnel policies, benefits, and procedures to employees or job applicants.
- Record data for each employee, including such information as addresses, weekly earnings, absences, supervisory. Reports on performance, and dates of and reasons for terminations.
- Answer questions regarding examinations, salaries, benefits, and other pertinent information.
- Administer and score applicant and employee aptitude, personality, and interest assessment instruments.
- Arrange for in-house and external training activities.

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## **Courses & Certificates:**

Professional Human Resources Diploma in Egy Cham  
Personal for HR in Human Capital Community.  
Advanced Excel for HR in Human Capital Community.  
Microsoft (Excel – word – power point).  
Soft Skills (Online).

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## **Skills:**

### **Computer Skills:**

Excellent in using Microsoft (Word and Excel). Good in using Microsoft (power point. Access. Outlook)

### **Languages Skills:**

Arabic: Mother Tongue

English: (Writing, Reading and Speaking)- grade good.

### **Personal Data:**

Date of Birth: Jan 5, 1995

Nationality: Egyptian

Military Status: Final Exempted