



Mohamed Osama Abdel Tawab

Address: 25 Al-Attar Street - Shubra - Cairo.

Career Objective:

Looking for an opportunity in the field of Human Resources (High Managerial level)

Education:

Faculty of Commerce - Helwan University, Department of Political Science
(May 2011)

Work Experience:

1- **Landmark Sabbour**

More than two and a half years' experience as

HR Deputy Manager

February 2020 – Till Present.



Job responsibilities included:

Maintains the work structure by updating job requirements and job descriptions for all positions.

Maintains organization staff by establishing a recruiting, testing, and interviewing program; counseling managers on candidate selection. conducting and analyzing exit interviews; recommending changes.

Prepares employees for assignments by establishing and conducting orientation and training programs.

Maintains a pay plan by conducting periodic pay surveys, scheduling and conducting job evaluations; preparing pay budgets; monitoring and scheduling individuals pay actions, recommending, planning, and implementing pay structure revisions.

Ensures planning, monitoring, and appraisal of employee work results by training managers to coach and discipline employees, scheduling management conferences with employees; hearing and resolving employee grievances; counseling employees and supervisors.

Maintains employee benefits programs and informs employees of benefits by studying and assessing benefit needs and trends, recommending benefit programs to management; directing the processing of benefit claims. obtaining and evaluating benefit contract bids; awarding benefit contracts.

designing and conducting educational programs on benefit programs. Ensures legal compliance by monitoring and implementing applicable human resource federal and state requirements; conducting investigations.

maintaining records; representing the organization at hearings.

Maintains management guidelines by preparing, updating, and recommending human resource policies and procedures.

Maintains historical human resource records by designing a filing and retrieval system; keeping past and current records.

Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.

Completes human resource operational requirements by scheduling and assigning employees; following up on work results.

Maintains human resource staff by recruiting, selecting, orienting, and training employees.

Maintains human resource staff job results by counseling and disciplining.

2- Saudi Airlines



Two years' experience in the profession of HR Team Leader in Saudi Airlines February 2018 – November 2019.

Job responsibilities included:

Handle all hiring and termination procedures of employees: (employment offers &

contracts, termination, forms, medical insurance procedures, hiring documents, any

termination related internal documentation, signed resignations, social security forms

1, # 6 & # 2).

- Maintain and update human resources documents (Leave requests, Residency,

Contracts, Medical insurance, etc...).

- Handle staff annual leaves and issue reports to payroll and or line managers as

appropriate.

- Follow-up residency renewal.

- Prepare contracts and Follow-up for contracts renewals.

- Coordinate with Finance management to hold monthly payroll system.

- Update all necessary relevant data to payroll system (Attendance, absence, penalties, new hires, resignations, annual increases, overtime, loans, social insurance & wages tax, etc.) monthly.

- Conducting Job Analysis to all jobs to create Job Descriptions and Job Specifications.

- Managing recruitment processes: (posting vacancies, employee referrals, internal

candidates, recruiting agencies, screening and interviewing, selection activities and

issuing offer letters for new hires, etc.).

- Conducting exit interviews to identify reasons for employees' turnovers, developing,

administering and evaluating applicant tests.

- Managing performance review programs through KPIs to ensure effectiveness, compliance and equity, and link these programs' results with the annual increases and promotions.

3- **Orascom**



6 years' experience in Orascom (Mall of Egypt, CFC, Police Academy and Ministry of Defense projects) as an HR Specialist and Senior HR Specialist February 2012 – January 2018.

Job responsibilities included:

Prepare or maintain employment records related to events such as hiring, termination, leaves, transfers, or promotions, using human resources management system software.

- Informing job applicants of job duties, responsibilities, compensation, benefits, schedules, working conditions, promotion opportunities, etc.
- Conducting Job Analysis to all jobs to create Job Descriptions and Job Specifications.
- Developing CV database through identifying different sources for active and passive candidates.
- Conduct interviews and prepare turnover analysis reports.
- Coordinate with Finance management to hold monthly payroll system.

Achievements:

- 1- Helped develop the human resources department for 2 projects in LMS company.
- 2- Employee of the Year 2018 at Saudi Airlines Catering.

Training Courses:

- 1- - Diploma in Human Resources Management from the Egyptian Chamber of Human Resources Management (53 credit hours) Ain Shams University and HRCI., May 2022
- 2- Course certificate from the Diplomatic Center in payroll and Egyptian Labor Law.
- 3- Holds a Mini master's in Human resources from the Egyptian Diplomatic Center.
- 4- Certified from the Managopia Center for Training in Labor Law and Payroll.
- 5- Professional Excel course from Concept Center (40 credit hours).
- 6- certificate from the Trust Center for Human Resources (35 credit hours) and the British Institute of Human Resources.
- 7- course in political science from Al-Ahram Institute for Strategic Studies

Skills:

1- Personal skills:

- Excellent at meeting deadlines.
- Able to learn new tasks quickly.
- Able to work efficiently within the group.
- Able to work under pressure and work hard.
- Able to work with all levels of management and staff.
- Leadership.
- Excellent negotiation skills.
- Communicate with people at different levels.
- Initiative.
- Innovative.
- Presentation skills.
- Organization and planning skills.
- Self-education.
- Make good decision and solve problems.

2- Language skills:

- Arabic: mother tongue.
- English: good.

3- Computer Skills:

- Word – Excel: Excellent.
 - Internet skills: Excellent.
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Additional data:

- Date of Birth: 1st July 1989.
 - Marital Status: Married.
 - Military Service: Exempted.
 - Driving license: valid. (scooter)
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References:

- References are ready upon request
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