

MAYADA AHMED SAYEH

HR Generalist

Address:

4 EInozha st. Bolak EIDakror-Giza

## Objective

Seeking to apply my abilities to the responsible and challenging position in HR as HR Generalist

## Education

Bachelor of mass communication, Al-Azhar university, public relations and advertisement department, May 2015

## Experiences

### HR Generalist

Control Group for automation | November 2020 – Till now

### HR Generalist

Talal Arriyadh Co. for water treatment and packing | April 2019 – October 2020

### HR Generalist

Saudi-Egyptian laundries company ( Tala ) | September 2018 – March 2019

## Responsibilities

- Preparing ) payroll sheet - monthly salaries - Overtime Sheets )
- Monitor The Time Attendance and Vacations Of Employees
- Follow-up for all the employees with government Agencies (Social insurance office – labor office ).
- Managing the recruitment process in the company.
- Preparing training needs analysis (TNA)
- serving as a link between an organization's management and its employees
- Maintain the work structure by building job requirements and job descriptions for all positions.
- Ensure legal compliance throughout human resource management.
- Managing the process of contracting with private medical insurance companies
- Designing employees performance evaluation process.
- Implemented ISO-approved HR forms.
- Explaining human resources policies, procedures, laws, and standards to new and existing employees.
- Responsible for maintaining employee relations and problem solving
- updating employees' database including the personal information, the work shift, the direct manager, vacation balance and other details.
- Creating and updating the internal Policy & Procedures
- Doing exit interview and analyze reasons and suggest improvement actions

## Student affairs and personnel officer

Al-Zayed private school |

September 2015 – August 2018

### Responsibilities

- Responsible for all student affairs (applications – files – Archive exams and results – the transfer)
- Responsible for (payroll – preparing man power plan – follow up insurance and employees files)

### Training courses

- **Human Resources Management diploma** at **Egycham** (35 Hours)  
accredited by Ain shams university and HRCI
- **Advanced Excel for HR** at **HCC** (21 Hours)  
accredited by HRCI
- **Human Resources Course** at **Cairo University** (60 Hours)  
accredited by Cairo university
- **ICDL Course** at **RTC** (18 Hours)

### Skills

- Excellent in Microsoft office
- Good in English (Speaking, writing, understanding)
- Working very well on ERP system .
- Time management
- Multi-Tasking
- Attention to details
- Effective communicator
- Good research abilities
- Analytical thinking
- Proactive problem solver
- Quick learner
- Hard worker
- people oriented

### Personal Data

**Date of birth:** 20 Oct, 1992

**Marital status:** Single

### References

Are ready upon request