



Mai Adel Mohamed

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Career Objective

Looking for a challenging career to show the best of my professional ability, skills and Techniques to enhance my knowledge and growth facilitates the human resource process at All business coordinator, Also Where I can build and expand my professional career in a Position suits my enthusiastic, energetic, and confident personality.

Work Experience

- INFORT Egypt / Information Security Solutions (Mansour Group)

From Jan2015 till now

Job title: **Personnel Specialist & HR Coordinator**

Key Responsibilities:

- Acting as a link between employees and insurance providers to handling any medicals Requirement & approvals.
- Administering health and welfare plans, including enrollments, changes, and terminations.
- Answering employee requests and questions related to company or HR policy & rules.
- Responsible for the new employee hiring processes.
- Monitoring employee performance and attendance.

- Advising employees on employment law and the employer's own employment policies and Procedures.
- Assisting to provide the salaries sheets with the monthly transactions.
- Ensuring new hiring documents are completed and processed.
- Assisting with the recruitment and interview processes.
- Maintaining employee file/s as to ensure accuracy and compliance.
- Updating new hire, employee, and absentee reports (weekly, bi-weekly, or monthly) which Reflect to employees monthly salaries.
- Providing customer service to organization employees.
- Processing all personnel action forms and ensuring proper approval.
- Supervisor the office management.

• GNSE Group / Information Security Solutions (Mansour Group)

From April 2013 - Dec 2014

Job title: **HR Administrative Assistant**

Key Responsibilities:

- Recruiting and staffing logistics.
- Employee orientation, development, and training logistics and record-keeping.
- Employee safety, welfare, wellness, and health reporting and employee services.
- Maintaining employee files and the HR filing system.
- Updates HR spreadsheet with employee change requests and processes paperwork.
- Assists with processing of terminations.
- Schedules meetings and interviews as requested by HR Manager.
- Prepares new employee files.
- Responsible for the Medical & Social insurance.

• GNSE Group / Information Security Solutions (Mansour Group)

From Aug 2011 - March 2013

Job title: **E-Business E-Learning Administrator**

Key Responsibilities:

- Following up & Monitoring E-Learning team and sales appointments, tasks and all Activities.
- Following up E-Learning team performance and attendance.
- Perform administrative and organizational concerns of the E-Learning Manager.
- Acting as a help desk administrator.
- Assist the E-Solution Division Manager.

- Disney Nursery from June 2010 - August 2011

Job title: **English Teacher (Pre-School)**

- Egyptian Arab Land Bank from July - September 2006

Summer Trainee

Certifications & Courses

- **Social insurance law** at (American Chamber of Commerce in Egypt). 2017
- **Self & Time Management** at (RITI institute). 2016
- **HR Diploma** at (RITI institute) from January 2014 - August 2014
- **Effective Presentation & Communication Skills** at (RITI institute) from 9/11/2013 till 16 /11/2013.

Education

- Bachelor of Information System, June 2007

Faculty of : Modern Academy Maadi

Cumulative Appreciation: V.Good

Graduation Project: web about the Faculty of Computer Science in Modern University.

Language Skills

- Arabic (Mother Tongue).
- English (Very good Command).

Computer Skills

- Very good command of MS Office Applications (Microsoft Word, Excel, power point).
- Good user of internet application & email system.

Personal Skills

- Excellent verbal, written & oral communications.
- Able to work under pressure & under tight time constraints.
- Proactive, energetic, with consistently high attention to details.

- Self-starter, high level of motivation, integrity & confidentiality.
- possessing the ability to work independently & in a team group.

Personal Information

Date of Birth: 5/1/1986

Place of birth: Cairo, Egypt

Marital status: Married.

Nationality: Egyptian

References are available upon request