

Ebrahim Saeed Ebrahim

Objective:

An innovative and seasoned HR manager, having a good experience and a successful background in employment law, manage payroll issues, maintain employee records, complete and record insurance and other programs offered to employees, analyzing and modifying organizational policy matters and human resources management activities, which can be fully utilized for providing a cutting-edge to the business, seeking position as a Human Resource Manager with a leading investment firm.

Personal Details:

Name: Ebrahim Saeed Ebrahim Moshref

DOB: 01/10/1986

Nationality: Egyptian

Marital Status: Married

Mobile: +201066207392

Address: 10th Of Ramadan

Education and Qualifications

Bachelor of Commerce - Business Administration Division - The Higher Institute for Cooperative and Management Studies – Mounira – 2007

Professional Experience

October 2021 Till now	Emdad Steel .co – Metal Industries -10th Of Ramadan
job title: Deputy Director of Human Resources	Employees: 150
April 2016 To September 2021	AutoCool .co – AutoMotive -10th Of Ramadan
job title: S. Head Of Personnel	Employees: 450
Jun 2013 To March 2016	Bianco.co - Food and concentrate industries- Badr city
job title: Senior Personnel specialist	Employees: 2250
June 2011 To Jun 2013	Helal and Golden Star - 10th Of Ramadan
job title: HR Generalis	Employees: 1100
August 2007 To Jan 2013	Five Star .Co For Foods - 10th Of Ramadan
job title: Personnel specialist	Employees: 250

Role and Responsibilities

Personnel & Payroll and Government Authorities

- recording the employee on the internal system & attendance machine.
- Prepare paperwork's (new hiring and termination).
- All personnel operations (files - insurance - Vacations - attendance and leave - salaries)
- Responsible for raise the (attendance and deductions effects) to financial department to prepare the monthly salaries.
- Issuing government health insurance cards and replacement cards due to (loss or damage)
- Finalize the EX-employees and their final salaries and all his settlement. (Financial and paper dues) And submit a form to the of Social Insurances Office to end the work relationship with employee.
- Ensure that all employees' data and records are up-to-date and all HR Processes comply with Labor law.
- Manage the implementation and interpretation of Personnel policies and procedures to ensure a high standard of discipline, organization and transactional justice across the company.
- All company social insurances issues with several Insurance Offices coverage of all social insurances aspects & Prepare social insurances forms 1, 2, 6. (Form 2 every year only).
- Following-up with the labor office inspections on the company head office and branches to avoid any disciplinary action or penalties, plus paying required amounts for the labor force when needed
- Send checks monthly payments of the social insurances and work office according to the specified periods.
- Perform the renewal annual contract by the suit time. And follow up probation period (3 months).
- Follow up for all renew License for cars & Extraction all papers related to the renewal of car licenses (social Insurances Authority - Traffic Authority).

Recruitment and training

- Responsible for the(recruitment/hiring) process by sourcing candidates (blue collars.) as Drivers, Warehouse workers, Security, cleaners.
- Search for CVs & CVs Screening for Required Manpower in the Manpower Plan through all recruitment Channels, (Professional Websites - Bayt, Amcham, LinkedIn, Wuzzuf) according to the Job Profile for every Position.
- Screen resumes and job application.
- Preparing for the first interviews with candidates to check their work experiences
- Interview Candidates to ensure matching of candidates' Bio-Data, Educational Background, and Past Experiences & Job Competencies with the Job Profile.

- Responsible for the orientation process for new employees) Making sure that every employee is aware of policies, procedures, benefits, and what will be expected from them before they start work .
- Study the training needs of employees to develop their skills careers.
- All medical insurance responsibilities with the insurance company & follow up for all related issues.
- Support in Administer the performance appraisal process.
- Conductintake meetings with departments to agree on qualification criteria fo candidate

Qualifications

3R Program (Recruit, Retrain & Retain) from Federation Of Egyption Industries

English Language in “Creative” Institute from level 4 up to level 9

Personel Training & Workshop with “ Leader’s”

Consulting Work Ethics course with “ Leader’s” Consulting

E-accounting Course with “ KIT” center for commerce

Languages & Computer Skills

Arabic: Mother tongue.

English: V.good command of spoken &
written. Excellent user at MS office.

ERP User

Personnel Skills

Good Communication Skills

Problem Solving

Attention to Details

Analytical Thinking

Decision Making

Stress Management