



Kirollos Mounir

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Skills

Communication Skills

Computer Skills

Microsoft Office

Business Management

Recruitment

Finance

Performance management

Problem solving

Negotiation

Organization development

Teamwork

Onboarding

Time management

interpersonal
communication

Conflict resolution

Emotional intelligence

Decision-making

Creativity

Profile

Human resource professional with experience in delivering high quality results. Extensive background in HR generalist affairs, including recruitment and retention, staff training and development, mediation, conflict resolution, benefits and compensation, HR records management, HR policies development and compliance.

Employment History

HR Generalist, Aleqaria Newspaper, Giza

July 2021 — Present

- . Managed and maintained comprehensive databases covering intervention allegation, outcome and sanctions.
- . Registered and maintained digital and electronic files of employees to enable tracking history, maintain accurate information and standardise process.
- . Manage agreed pay and leave periods.
- . Closely analysed sickness absence data, enabling reliable documentation for staff interventions.
- . Supported management in strategising and delivering ongoing improvements across HR processes.
- . Formulated and submitted activity reports to brief management regarding developments, issues and updates.
- . Oversaw compliance of compensation and benefit documentation of employees to increase economic security and retention.
- . Communicated with vendors and administrators to address queries and concerns and support internal and external requests.
- . Worked meticulously to enable timely intervention for minimised operational disruption.
- . Conducted quarterly and yearly evaluations to measure performance and progress of employees.
- . Managed contracts, on-boarding and screening to facilitate smooth employment processes.
- . Conducted reference and background checks and screened ideal candidates to issue employment contracts.

Hobbies

- . Acting and theatrical directing
- . Reading and learning

HR Generalist, Hi Tech Graphics, 6 October City

Feb 2015 - June 2021

- Recruiting (White and Blue Collar).
- Prepare the monthly attendance reports and keep updated records and files.
- Vacations Balance.
- Organizing induction program for new employee.
- Appraise employee performance.
- Handling employee compensation and benefit Policy.
- Handling employee Separation or termination policy.
- Handling all personnel affairs cases.
- Solving all kinds of the employees problems (Investigations and labor law enforcement).
- Supervising the security staff.
- Experience in dealing with social insurance office, labor office, passport and immigration authority.
- Social insurance:
 - a-) Prepare form no. 2 for the social insurance .
 - b-) Registration of the new workers by making form no.(1) in the social insurance for every new Employee.
 - c-) Removing the terminated employees by making form no.(6) for them.
- Medical insurance:
 - a-) Contracting with a medical services company.
 - b-) Obtain the medical approvals for each Employee through the year.

Admin, Xerox, Cairo

Dec 2012 - Jan 2015

- Booking meetings and scheduling events.
- Maintaining internal databases.
- Produce and distribute correspondence memos, letters, faxes and forms.
- Assist in the preparation of regularly scheduled reports.
- Develop and maintain a filing system.
- Generate reports.
- Prepare and monitor invoices.
- Develop administrative staff by providing information, educational opportunities and experiential growth opportunities.
- Coordinate office procedures.
- Reply to email, telephone or face to face customer enquiries.
- Resolve administrative problems.
- Coordinate repairs to office equipment.
- Created and maintained company records and used software to review and monitor data.

Education

Saint Joseph Maronite Languages School

Faculty of law Cairo University

Training

Human resources training at Hi Tech Graphics Company