

Ahmed Mohamed Moghazy Mohamed

Human Resources Specialist

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📍 Alexandria, Egypt

🇪🇬 Egyptian

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📅 10 Jun 1996

💍 Married

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SUMMARY

People and Culture Specialist with 4+ years of experience in policy and procedure administration, recruitment and hiring practices, and employee retention. Proven ability to collaborate with others to find amicable solutions to multi-faceted issues.

BCom in Business Administration, Human Resource Track from Alexandria University, Egypt (2019).

Currently responsible for handling nine branches in the entire Alexandria region in all human resources departments.

Seeking a Human Resources position that offers professional challenges and the opportunity to utilize interpersonal skills, excellent time management, and problem-solving skills.

PROFESSIONAL EXPERIENCE

People and Culture Specialist

Apr 2022 – present

Alamar Foods Company

Alexandria, Egypt

- Responsible for Recruitment Section (filter CVs - interviews - selection – Job Offers).
- Responsible for all new staff procedures, including onboarding, orientation, and training.
- Deals with external governmental offices such as labor and social insurance offices.
- Responsible for all social insurance procedures, including enrollment, reporting, and claims.
- Responsible for all official correspondence and salary letters.
- Responsible for all resignation processes, in accordance with Egyptian labor law and company policy.
- Handle medical insurance, including communication between the insurance company and employees.
- Handle all disciplinary action and warning notifications as needed.
- Responsible for Investigation Section (Solve Internal Problems).
- Responsible for all bank account procedures.
- Organize and maintain personnel employee files.
- Participate in HR projects (e.g. help organize a job fair event)

Human Resources Specialist

Dec 2020 – Mar 2022

Sigma Petroleum Services Co. (free Zone)

Alexandria, Egypt

- Responsible for the social insurance process and all official needs, including governmental forms.
- Handles medical insurance, including communication between the insurance company and employees.
- Handles labor permits and all related matters.
- Deals with external governmental offices such as labor and social insurance offices.
- Handles all related staff social insurance procedures and issues regular reports as required.
- Responsible for labor office and insurance payments.
- Maintains personnel files in compliance with applicable requirements and keeps them up to date.
- Records hiring/termination processes and all related matters on the SAP system.
- Records vacations, permissions, and missions on the SAP system.
- Handles errors of time on the SAP system.

Human Resources Coordinator

Sep 2019 – Nov 2020

Dar Elashaa - Radiology and Imaging Center

Alexandria, Egypt

- Maintain employee records and ensure compliance with employment requirements.
- Perform orientations and update records of new staff.
- Support recruitment and hiring by sourcing candidates, performing background checks, assisting in shortlisting, and issuing employment contracts.
- Act as a liaison between employees and insurance providers and administer health and welfare plans.
- Assist with payroll and ad-hoc HR projects.
- Assist with all internal and external HR inquiries or requests.

EDUCATION

Bachelor Of Commerce

Alexandria University

Bachelor Of Commerce, Business Administration Department, Human Resource Track

Sep 2014 – May 2019

Alexandria, Egypt

SKILLS

- Microsoft Office
- SAP
- Oracle
- communication Skills
- Continuous learning
- Problem Solving

LANGUAGES

- Arabic
- English

INTERNSHIP

Public Relations

Cairo international airport

Aug 2016 – Sep 2016

Cairo, Egypt

- Dealing With Customers Who Travel First, Business Class, And Frequent Flyer Passengers
- Making Warm Welcome at Star Alliance Lounges to The Passengers
- Giving All the Needed Information to The Passengers About Their Flight or Any Information They Need
- Contacts Between the Passenger and All Other Departments in The Airport
- Working In VIP Lounges of Star Alliance, I'm Trying to Help the Passengers and Give Them All the Facilities. Keep The Lounges in A Good Way.
- Deal With All Special Cases Such as Anybody Who Need a Wheelchair Old Person or is Handicapped, Unaccompanied Person Travel Alone, Bride or Any Medical Case So Should Be More Tender and Sensitive

INTERESTS

Traveling

Freediving

Fishing

REFERENCES

Reference Available Upon Request