



# Osama Magdy Abd Elmoniem

## My Contact

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📍 Gamal abd elnaser, Gesr Elswis  
, Cairo

## Personal Details

- Date of Birth: May, 18th, 1990
- Gender: Male
- Nationality: Egyptian
- Marital Status: Married
- Military Service: Exempt Final

## Education Background

Bachelor Of Law,  
Ain Shams University in 2011

## Skills

- Microsoft Office ( Very good )
- Internet ( Excellent )

## Languages

- Arabic ( Excellent )
- English ( Very good )

## Hobbies

- Learning
- Internet
- Playing Football

## Professional Experience

### EGYDRILL MISR [ DRILLING & CONTRACTING ] . HR Specialist

#### Aug, 2022– Present

- Responsible for tow branches with total of 150 employees and i responsible about all HR field:-
- Recruitment; internal & external Hiring .
- Personnel; Employee files preparation and receiving the required hiring document, Follow up on attendance of all employees (penalties, annual / sick leaves, official holidays), Track employees absences (regular – irregular) and send legal warnings accordingly, Prepared process of termination
- Assist head office at everything related in payroll objective.
- Assist employees to get all company benefits.

### Alrayah Hyper Market . | Benefits Specialist

#### Des, 2019 – Jul, 2022

Firstly I worked HR Generalist; I was responsible for branches with total 160 employees in terms of:-

1. Personnel; Employee files preparation and receiving the required hiring document, Follow up on attendance of all employees (penalties, annual / sick leaves, official holidays), Track employees absences (regular – irregular) and send legal warnings accordingly, Prepared process of termination.
  2. Payroll; assist head office and prepare everything related payroll monthly.
  3. Recruitment; internal & external Hiring, make social media ads.
- And then I have achievement and working benefits specialist in head office:-
1. I responsible for everything related Medical Administration { Preparing TOP for the new contract with the medical company - Reviewing the contract with the medical company - coordinate and administer end to end cycle between the medical company and our company- Preparing all data from deletion and addition - contact with medical company for medical approve),
  2. I responsible for all Staff travel and the task of working in out branches and setting rules, everything related to the travel regulations and system.

### Carrefour Hyper Market | HR Generalist

#### Feb, 2019– Dec, 2019

Responsible for Madinaty branches with total of 280 employees and i responsible about all HR field:-

1. Follow up employees before branch open.
2. Personnel; Employee files preparation and receiving the required hiring document, Follow up on attendance of all employees (penalties, annual / sick leaves, official holidays), Track employees absences (regular – irregular) and send legal warnings accordingly, Prepared process of termination, prepare form 1, 6, make administrative investigation work.
3. Recruitment; internal & external Hiring .
4. Payroll; prepare everything related payroll monthly.
5. Medical; I responsible for (preparing all data for deletion and addition, contact with medical company for medical approve)
6. Assist employees to get all company benefits.

### **Awlad Ragab Hyber Market | HR Generalist**

***Jan, 2017 – Jan, 2019***

- Responsible for Madinaty branches with total of 280 employees and i responsible about all HR field:-
- Recruitment; internal & external Hiring .
- Personnel; Employee files preparation and receiving the required hiring document, Follow up on attendance of all employees (penalties, annual / sick leaves, official holidays), Track employees absences (regular – irregular) and send legal warnings accordingly, Prepared process of termination
- Assist head office at everything related in payroll objective.
- Assist employees to get all company benefits.

### **Karama Group (Teama Milk) | HR Coordinator**

***Oct, 2015– Dec, 2016***

- Coordinate and Assist in all HR field (Personnel, Recruitment, Payroll).

### **Premiere Retail Services & Supply | Import Coordinator**

***Mar, 2013– Aug, 2015***

- I was responsible about Import and Official of the Customs, Bank transactions, Paper Shipments.

### **Lawyer Office | Lawyer**

***Feb, 2012– Jan, 2013***

## **Courses**

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### **Diploma In Human Resources Management at HRCI (EGYCHAM)**

***" 2015 "***

- Job Description & Job Analysis work shop
- Recruitment & Selection work shop
- Training & Development work shop
- Compensation & Benefits work shop
- Personnel and labor law work shop
- Performance Management System

### **Online Courses**

***" 2014"***

- Self-Leadership
- Administration
- Leadership
- Time Management

### **ICDL      *" 2010"***

- Course in ICDL ( Ain Shams University )