

# Mohamed Walaa Abdel Salam

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## - **Objective:**

To work in an environment that demand and expects excellence, so as to further develop my character and technical skills.

## - **Experience:**

### • **HR Generalist & Administration at Power house co. (10/2018- now)**

(Recruiting, Personal, Learning & Development, Compensation & Benefits and Administration)

#### • **Responsibilities:**

- Administer compensation and benefit plans
- Assist in talent acquisition and recruitment processes
- Conduct employee onboarding and help organize training & development initiatives
- Provide support to employees in various HR-related topics such as leaves and compensation and resolve any issues that may arise
- Promote HR programs to create an efficient and conflict-free workplace
- Assist in development and implementation of human resource policies
- Undertake tasks around performance management
- Responsible employee accommodation and transportation lines and facilities

### • **Administrative Assistant at Power House Co. (7/2016 - 9/2018)**

#### • **Responsibilities:**

- Follow-up work within the Department, recording in time sheet work and follow up, Prepare and submit the necessary documents for tenders
- Communicate with other departments to solve problems and link project steps
- Registration of attendance and absence in the administration
- Exchange of financial allowances
- Handling incoming and calls emails and other communications.
- Recording information
- Updating paperwork, maintaining documents and word processing.

- **Courses & Training**

HR Diploma at Leaders

- Strategic Management
- Recruitment & Selection
- Learning & Development
- Performance Management
- Compensation & Benefits
- Labor Law & Social Insurance
- Payroll Operation Management
- Organizational Development
- HR Metrics & Analytics
- HR Policies & Procedures
- HR Information System
- HR Audit

- **Computer Skills:**

- Excellence at using windows and internet
- Excellence at Microsoft Office (Word, Excel, PowerPoint, project)

- **Languages:**

- Arabic: Mother Tongue
- English: Very Good
- Spanish: Fair

- **Personal Information:**

- Date of Birth: September 12th, 1992
- Nationality: Egyptian
- Family Status: Married

- **Education:**

Graduated from Faculty of Commerce and Business Administration Department of political science, Helwan University, Cairo, Egypt May 2014.

- **Personal Skills**
- Good Communications Skills
- Ability to work under pressure
- Ability to learn more
- Like Team Work Spirit
- Improving my skills and knowledge

All Document Available upon request