

# **Ahmed Abdelrhim Esmail Hassan**

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## **Summary**

**Experienced HR Generalist with a diverse background in supply chain, software development, and HR training. Skilled in recruitment, employee development, performance management, and employee relations. Adept at delivering training programs and building strong teams that align with organizational goals. Seeking a challenging HR Generalist role to leverage my expertise in people management and contribute to a thriving workplace environment**

## **Education**

**Graduation from Alexandria University Faculty of arts department of anthropology Graduation : 2022**

## **Experience**

### **HR Generalist At MRZ company for Trade**

**From March 2024 to now**

- **Managed the full recruitment lifecycle, including job postings, interviewing, and selection processes.**
- **Developed and implemented training programs to enhance employee skills and improve efficiency.**
- **Administered payroll processes and ensured compliance with local labor laws and company policies.**
- **Provided guidance on employee relations issues, offering solutions and mediation where necessary.**
- **Collaborated with management to optimize HR policies and procedures in line with business objectives.**

### **instructor At HRSC company for Human resources services**

**From January 2022 To Now**

Designed and delivered HR training programs focusing on key areas such as recruitment, performance management, and employee relations.

Conducted workshops and seminars to upskill professionals in the HR field. Provided personalized coaching and mentoring to HR trainees to enhance their practical skills. Developed course materials, assessments, and evaluations to track participant progress. Stayed updated on the latest HR trends and best practices to incorporate into training sessions

### **instructor At Masar Academy for Courses**

**From April 2023 To October 2023**

**Providing courses in the field of human resources**

**Recruitment and selection**

**Personnel**

**Payroll**

### **HR Generalist At Unicode software company for programming**

**From October 2021 to January 2023**

- Led recruitment efforts to attract top talent in the software and technology sectors.
- Participated in succession planning and leadership development programs.
- Managed performance reviews, compensation, and benefits programs.
- Implemented employee engagement strategies to improve retention and create a positive work culture.
- Developed and communicated HR policies while ensuring employee satisfaction and compliance.

### **HR specialist At save time software company for programming**

**From March 2020 to October 2021**

**Work on the work force and extract the working force structure( Main power plan. use process Recruitment and selection. To complement the work of the workforce Work on the personnel affairs department, including insurance, labor offices and internal regulations Work on salary effects, including. Overtime Tax Anatomy Deductions and Benefits**

### **Courses**

**English at American council (Continuous)**

**Microsoft Office**

**SPHR ( Under processing)**

**Volunteer**

**Reviewed and Edit a resume for people and filtration for vacancies with 8 friends under name “ Great HR “**

**Skills**

**Languages skills**

**Arabic “ Mother language “**

**English “ Good “**

**Personal skills**

**Leadership work**

**Employee Relations & Conflict Resolution**

**Strong Communication & Interpersonal Skills**

**Team Building**

**Computer skills**

**Microsoft Office**

**Hardware**

**Word press**

**Html css**

**Interests**

**Play Football . playstation . Travelling**

**Personal information**

**Birth of date : 12/9/2000**

**Military service : Deferred**