



Name : Alsayed Aly Mohamed Arman

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Personal Data

- ✓ Nationality : Egyptian.
- ✓ Gender : Male.
- ✓ Marital Status : Married.
- ✓ Date of Birth : jan.11, 1981.
- ✓ Military Status : Exempted.

Career History

Current job title

From 1/1/2021 till now

My title : HR personnel manager

I am responsible at AlWady Resturant :-

Place work : The Fifth Settlement– New Cairo

- Preparing attendance, late, absent, and monthly evaluation reports and finished payroll
- Coordination of work between the management staff.
- Perform the hiring process by coordinating job posting on different recruitment channels such as Social Media, LinkedIn, and Internal recommendations.
- Work on system cloud from zkt for Human Resources and Pay Roll
- Perform resumes screening and compiling, one to one Interviews and reference checks.
- Conduct new-employee orientation.
- Maintain personnel files in compliance with applicable legal requirements; then proceed with addition and cancellation procedures with the social insurance office.
- Keep employees records up-to-date by processing employee's status changes in a timely fashion.
- Maintain human resource information system records and compiles personnel situation reports from the database whenever needed.
- Process personnel action forms and ensures proper approvals; then record and keep.
- Create the payroll sheet monthly according to the variables for all employees includes salaries, performance score, Rewards, punishments, payroll taxes, social insurance, and fringe allowance
- Supervising the medical Insurance file from A to Z
- Handling all the issues of the labor office
- Handling all the issues of insurance from S1 and S2 and S6
- Work contracts with the workers and follow-up renewal
- Make compensation for each company to promote team spirit, teamwork, and dedication to work
- Recruitment for with Collar and blue-collar



From 1/1/2019 till 10/01/2020

My title : HR Manager

I am responsible at wesamsoft :-

Place work : 34 ibn al nafis – makram abid -Nasr City cairo

- Preparing attendance, late, absent, and monthly evaluation reports and finished payroll
- Coordination of work between the management staff.
- Share in Strategic planning.



- Assist in maintaining the company organization chart and the employee directory.
- Perform the hiring process by coordinating job posting on different recruitment channels such as Social Media, LinkedIn, and Internal recommendations.
- Work on system cloud from zkt for Human Resources and Pay Roll
- Perform resumes screening and compiling, one to one Interviews and reference checks.
- Conduct new-employee orientation.
- Maintain personnel files in compliance with applicable legal requirements; then proceed with addition and cancellation procedures with the social insurance office.
- Keep employees records up-to-date by processing employee's status changes in a timely fashion.
- Maintain human resource information system records and compiles personnel situation reports from the database whenever needed.
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- Create the payroll sheet monthly according to the variables for all employees includes salaries, performance score, Rewards, punishments, payroll taxes, social insurance, and fringe allowance
- Supervising the medical Insurance file from A to Z
- Handling all the issues of the labor office
- Handling all the issues of insurance from S1 and S2 and S6
- Work contracts with the workers and follow-up renewal
- Make compensation for each company to promote team spirit, teamwork, and dedication to work
- Make The structure of salaries and functional gradation
- Training new stuff
- Recruitment for with Collar



From 05/01/2018 till 12 / 31 / 2018

My title : H.R Manager

I am responsible at Talenco Construction:-

Place work : 7 Triomf Square - Nozha - Heliopolis- cairo - egypt

- Preparing attendance, late, absent, and monthly evaluation reports and finished payroll
- Coordination of work between the management staff.
- Share in Strategic planning.
- Assist in maintaining the company organization chart and the employee directory.
- Perform the hiring process by coordinating job posting on different recruitment channels such as Social Media, LinkedIn, and Internal recommendations.
- Work on system cloud from zkt for Human Resources and Payroll
- Perform resumes screening and compiling, one to one Interviews and reference checks.
- Conduct new-employee orientation.
- Maintain personnel files in compliance with applicable legal requirements; then proceed with addition and cancellation procedures with the social insurance office.
- Keep employees records up-to-date by processing employee's status changes in a timely fashion.
- Maintain human resource information system records and compiles personnel situation reports from the database whenever needed.
- Process personnel action forms and ensures proper approvals; then record and keep.
- Create the payroll sheet monthly according to the variables for all employees includes salaries, performance score, Rewards, punishments, payroll taxes, social insurance, and fringe allowance
- Supervising the medical Insurance file from A to Z
- Handling all the issues of the labor office
- Handling all the issues of insurance from S1 and S2 and S6
- Work contracts with the workers and follow-up renewal

- Make compensation for each company to promote team spirit, teamwork, and dedication to work
- Make The structure of salaries and functional gradation
- Training new staff
- Recruitment for with collar and blue-collar



From 10/1/2016 till 3/31/2018

Mytitle : H.R Manager

I am responsible at Alsamer for trading and transport :-

Place work : Alsirag City Moal - Buldin Number 1 - floor 3 - flat number 31 - nasr city - cairo - egypt

- Preparing attendance, late, absent, and monthly evaluation reports and finished payroll
- Coordination of work between the management staff.
- Share in Strategic planning.
- Assist in maintaining the company organization chart and the employee directory.
- Perform the hiring process by coordinating job posting on different recruitment channels such as Social Media, LinkedIn, and Internal recommendations.
- Work on system cloud from zkt for Human Resources and Payroll
- Perform resumes screening and compiling, one to one Interviews and reference checks.
- Conduct new-employee orientation.
- Maintain personnel files in compliance with applicable legal requirements; then proceed with addition and cancellation procedures with the social insurance office.
- Keep employees records up-to-date by processing employee's status changes in a timely fashion.
- Maintain human resource information system records and compiles personnel situation reports from the database whenever needed.
- Process personnel action forms and ensures proper approvals; then record and keep.
- Create the payroll sheet monthly according to the variables for all employees includes salaries, performance score, Rewards, punishments, payroll taxes, social insurance, and fringe allowance
- Supervising the medical Insurance file from A to Z
- Handling all the issues of the labor office
- Handling all the issues of insurance from S1 and S2 and S6
- Work contracts with the workers and follow-up renewal



From January 2009 till 10-30-2016.

MyJobTitle: H.R Specialist.

I am responsible at United for trading and transport :-

- Managing personnel files in compliance with applicable requirements.
- Supervising all the functions of social, medical insurance, and labor law procedures.
- Processes personnel action forms and assures proper approvals; disseminates approved forms.
- Managing in the hiring process by coordinating job posting on Web site, reviewing resumes, performing telephone interviews, and reference checks.
- Maintains a budget spreadsheet that includes salaries, payroll taxes, and fringe allowances.
- Work on system cloud from Mohr for Human Resources and Payroll
- Plans, organizes, controls and directs the operation of the division in accordance with company policies and procedures.
- Analyses and evaluates company performance evaluation system.
- Supervising the Medical Insurance file from A to Z.
- Handling all the issues of the labor offices.
- Advise executives and managers on HR strategies and local legislation's concerning employees
- Handle recruitment, benefits, compensation, disciplinary procedures, and terminations.

- Develop, maintain, and update human resources documents, such as job descriptions, performance evaluations, vacation balances, and internal communication.

Education

- University Degree: Bachelor's degree of law, 2005

Training

- English Courses
- Negotiation Skills.
- In IBS Training Academy (H.R Diploma) 2015
- In IBS Training Academy (Insurance and Labor Law Diploma) 2015
- Photoshop (udami) 2020
- Digital market (google) 2020
- Html (YouTube) 2022
- Css (YouTube) 2022

Skills

- Language:
- Arabic: Mother Tongue.
- English: Very good Speaking, Reading and Writing.
- Computer:
- Operating systems (98,Me, 2000, XP Professional, Vista, and Windows 7).
- Very good in Microsoft Office (2000, 2003, 2007) and outlook.
- Very good in Hardware.
- Very good in network and firewall and windows server and domain
- Personal skills:
- Excellent time management and communication skills.
- Leadership Capabilities.
- Ability to meet deadlines successfully maintaining the quality of work.
- Ability to work in group and under pressure.
- Capacity to teach others.
- Creativity and calmness.
- Self motivated.
- Quick Learner.

Thanks for your Interest
Alsayed alhyarman