

Dear Hiring Manager,

I came through a job vacancy that you need to fill in your company, and i think that my profile fits this position that you are advertising.

as my experience in HR as an HR Generalist for around 6 years in both multinational and local environments and under different conditions so i found that i can fit in (personnel, recruitment, payroll, compensation and benefit) and HR strategic planning)

I would like to highlight some point that would make you more familiar with my qualifications before going through my C.V

- Maximum manpower size of a company i worked for was 600+
- Minimum manpower size of a company i worked for was 15+
- Type of employees I did deal with as an HR (blue and white coaler i.e technicians, engineers accountants' sales, workers, IT, programmers and stewarding)
- Levels of employees I did deal with as an HR (starting from entry level to the highest level)
- Biggest HR Team I did work with was 12 + In some of the companies I did work alone as an HR
- I do have strong analytical skills.
- A very good understanding of strategic goals.
- Goal oriented

since my experience had challenges like huge turn over and what comes with that from recruiting sometimes 20 employee a month in both blue and white collars and what processes comes with that from starting of recruiting, hiring, orienting, filing, processing payroll, answering employees' requests and ending with resigning)

about education background, i am graduated from faculty of commerce, having HR Diploma, and having IELTS English exam with grade 6.5 from 9.

Plans to go ... MBA

Thank you and looking forward to hearing from you soon.



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OBJECTIVE

A challenge career opportunity, whereby I can develop and utilize my background, education, and professional experience

WORK EXPERIENCE

Local companies' different industries.

(January 2016 to January 2022 short periods not connected)

- **Title**
 - **HR Generalist/Specialist - full/part time** (No job description was provided)
- **List of companies**
 - Square Engineering Firm (Contracting) 4 Months
 - Enblom (Contracting) 2 weeks
 - Beyoot-Almanjara (Wood \Furniture Factory + Design Office) 4 Months
 - Opanstra Founder/Owner (HR Operation services) 1 year
 - Elnour from (Packaging Production Line) 2 Months
 - Executive sky Egypt (Programing/Marketing branch) 6 months
 - We refresh (Import/Export + others) 1 Month
 - Xprand/Zone + (Marketing- Advertising) 6 Months

- **Tasks made as follows in some and not all companies + some are not fully implemented:**

Functions: Personnel – Recruitment – Com&Ben – Payroll – OD – Admin

- **Personnel**
 - Dealing with government offices like labor office and insurance office
 - Handling employees' files
 - Onboarding Processing.
 - Act as the liaison between managers and employees, for smooth communication and prompt resolution of all queries.
- **Recruitment**
 - Posting job ads, coordinating interviews and contacting candidates.
 - Partner with the heads of the company to determine requirements for the position and qualities of an ideal candidate.
 - Pre-screen job applicants over the phone, conduct face to face interviews for junior & senior & managerial level posts, maintain Recruitment systems, provide interview feedback to candidates and report recruitment statistics.
 - Identify effective recruitment channels; prepare internal & external job advertisements and web postings.
 - Selection Source and hire candidates who meet the company standards to meet the required staffing levels that will deliver the company's goals.
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- **Payroll**
 - Handling payroll, no calc for tax/insurance included.
 - I made a payroll excel sheet with all payroll function without tax calculation (not implemented).
- **Com&Ben**
 - Reviewing compensation and benefits packages.
 - Perform some analysis to put hands on Salaries Gaps
- **OD**
 - Developing and monitoring human resources policy and procedures.
 - Developing job description and discussing needs and qualifications with employers.
 - Assist in coordinating HR policies and processes. Compiling and updating employee records (hard and soft copies).
- **Admin**

- Handling employee bus.

Renaissance Doha City Center - Courtyard by Marriott – Marriott Executive Apartments \ Marriott Marquis (June 2012 till October 2014)

HR Generalist Main

responsibilities Personnel:

- Make sure that the employee signs the offers form and submits official documents.
- Keep documentation for transfers and promotions issues.
- Maintain updated organizational charts for all departments.
- Develop a monthly presentation of the department's performance.
- Handle staff attendance & absences records.

Recruitment:

- Participate in reviewing & updating job descriptions.
- Update manpower plans according to the Hotel changing needs.
- Recruit the required calibers to accurately fill the Hotel vacant positions.
- Register data of accepted candidates on the Recruitment application.
- Update the Recruitment metrics on monthly basis to measure the On Time and Recruitment Quality.
- Conducting a pool of candidates.
- Research and recommend new sources for active and passive candidate recruiting.
- Build networks to find qualified passive candidates.
- Post positions to appropriate Internet sources.

Payroll

- Reviewing attendance with each manager / supervisor each month ending
- Comparing it with entries
- Sending last report to finance to generate salaries

Rebranding

Taba Marriott Red Sea Resort (April 2010 till May 2012)

HR Generalist

Main responsibilities Personnel:

- Dealing with governmental External offices such as Labour, Social insurance offices etc.
- Generate periodic HR reports and analysis.

- Make sure that the employee signs the offers form and submits official documents.
- Keep documentation for transfers and promotions issues.
- Maintain updated organizational charts for all departments.
- Participate in reviewing different policies.
- Develop a monthly presentation of the department's performance.
- Handle staff attendance & absences records.

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Compensation & benefits

- Responsible for a periodic salary survey and comparing it with our salary scale.
- researching and analyzing salary rates and benefits offered by other employers in the same sector
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- Resolve labor disputes and grievances.
- Conduct exit interviews to identify reasons for employee termination.
- Direct preparation and distribution of written and verbal information to inform employees of benefits, compensation, and personnel policies.

Payroll

- Receiving vacation requests and offs requests
- Comparing it with the actual balance
- Having requests approved
- Enrolling request on the payroll
- Reviewing attendance with each manager / supervisor each month ending
- Comparing it with entries
- Sending last report to finance to generate salaries

EDUCATION

- Asyut University
 - Bachelor of commerce 2009
- American University in Cairo
 - HR Diploma 2016

COMPUTER SKILLS

- HRIS professional User
- Excel & word professional user
- Professional Internet user
- Excellent knowledge in Microsoft windows
- Professional user of outlook
- Excellent user of Power point

LANGUAGE

- Mother tongue: Arabic
- Fluent in spoken and written English.

PERSONAL DATA.

- Date of Birth: March 6,1988
- Place of Birth: Saudi Arabia
- Nationality: Egyptian