

Ayat Badawy Mahrous Mohamed

10 Jul 2002 Gesr- Elsuways ,Cairo

Profile

While I have gained valuable experience and achieved significant milestones in my current position, I am seeking new opportunities that offer greater challenges and growth potential in HR field.

Education

2020 – 2024 **Cairo University, Faculty of Commerce**
Specializing in Human Resources Management.

Courses

Oct 2023 – present **English course at British council**

Diploma

Jun 2024 – present currently studying HR diploma at EgyCham certificated by HRCI and SHRM.

Professional Experience

Oct 2024 – present **HR generalist at Nubian mining**

Recruitment and Talent Acquisition:

Collaborate with hiring managers to identify staffing needs and create job descriptions.

Source, screen, and interview candidates for various positions.

Manage the onboarding process for new employees, including background checks, offer letters, and orientation.

Employee Relations:

Address employee queries and concerns related to HR policies, employee benefits, and workplace issues.

Mediate conflicts and assist in resolving employee grievances.

Foster a positive working environment through employee engagement initiatives.

Performance Management:

Assist in developing and implementing performance appraisal systems. Monitor and track employee performance evaluations and feedback.

Provide guidance on performance improvement plans and ensure follow-up actions are taken.

Compliance and Legal:

Ensure compliance with local labor laws and company policies.

Maintain employee records, including contracts, performance appraisals, and disciplinary actions.

Stay updated on HR-related legislation and inform the company of relevant changes.

HR Administration:

Maintain the HR information system (HRIS) to ensure all employee data is up to date. Prepare and update employee handbooks, policies, and procedures.

Assist with payroll processing, ensuring accurate data for salary changes, leaves, and other related transactions.

Training and Development:

Identify employee training needs and assist in the creation of development programs.

Coordinate with external training providers or deliver in-house training. Monitor the effectiveness of training programs and track employee progress.

Employee Engagement and Retention:

Develop initiatives to boost employee morale, engagement, and retention.

Organize company events, team-building activities, and recognition programs.

OD at Egycham

Developed and implemented **Sanctions List, Employee Handbook, and Rewards and Benefits** programs to ensure compliance and promote employee satisfaction

Created **sales revenue timelines** and analyzed performance metrics to track and optimize sales growth across different projects

Utilized **Visio** to design and develop process flows and diagrams for each project, ensuring clear communication and project tracking

Designed comprehensive **job descriptions** for various positions within the company, defining roles and responsibilities to support organizational structure
Established measurable **KPIs** (Key Performance Indicators) for all roles, aligning them with company goals to assess and enhance employee performance

Extracurricular Activities

2023 – 2024 **HR instructor at Student Activity**

Conducted training sessions for peers, focusing on the importance of HR and its functions.

Developed and delivered presentations on various HR topics

Graduation Project

(The relationship between performance management and job satisfaction)

Description: Conduct a detailed study to explore the impact of effective performance management strategies on employee job satisfaction. Analyze data from various organizations to identify key factors that contribute to raising satisfaction levels and provide recommendations for improving performance management practices

Awards

Received a Letter of Recommendation from the supervising professor.

Based on Graduation Project.

Skills

Communication

Effective at conveying ideas and listening to others to reach solutions.

Leadership

Enjoy leading teams but also comfortable in supporting roles.

Decision-Making

Proven ability to make sound decisions efficiently in various situations, ensuring optimal outcomes.

Presentation

Proficient in creating and delivering engaging presentations.

Time Management

Skilled at organizing tasks and managing time efficiently.

Teamwork

Capable of working both independently and as part of a team.

Problem-Solving

Skilled in identifying issues, analyzing information, and developing effective solutions under pressure.