



Mahmoud zain

HR GENERALIST



ABOUT ME

Innovative business professional seeking a challenging position in Human Resources administration with a growth-oriented organization, which will allow me to utilize and expand upon related education, skills, experiences and capabilities. employments in an organization where can utilize my skills and continue to grow.

SKILLS

- Headhunting experience
- Familiar with HR analytics tools
- Interviewing skills Strong
- networking and communication skills
- Managing off boarding and on boarding employees
- Data analysis
- Management Skills Creativity
- Teamwork Communication Skills

EXPERTIZE

- Payroll
- personnel
- recruitment
- OD
- Communication
- Ability to Work Under Pressure
- Time Management
- Conflict resolution
- Leadership
- Adaptability
- Decision Making
- Digital Marketing
- Negotiation
- Critical Thinking
- Leadership
- Problem-solving
- Attention to detail
- Time management
- Multitasking
- HRIS
- MS office
- Power bi

WORK EXPERIENCE

H.R Generalist -

Catalyst Development

2022-

- PRESENT Handle all tasks related to Personnel Management, including updating employee files, monitoring attendance and leave, and ensuring compliance with social insurance requirements.
- Oversee payroll processes, including preparing monthly salaries, reviewing data, processing adjustments, and managing allowances and settlements, excluding tax-related matters.
- Handle all tasks related to Talent Acquisition, including recruitment planning, talent sourcing, conducting interviews, and coordinating with departments to meet staffing needs.
- Manage employee relations to ensure a positive work environment and foster effective communication between employees and management.
- Prepare job descriptions for various roles to ensure clarity of responsibilities and identification of required competencies.
- Create and implement necessary work organization templates to improve internal processes and enhance operational efficiency.
- Analyze HR data and prepare comprehensive reports that provide actionable insights to support senior management in decision-making.
- Develop and implement effective onboarding and offboarding programs to enhance employee experience.
- Provide support to employees on HR-related issues, such as compensation, leave, and problem resolution, ensuring a positive work environment.
- Ensure full compliance with internal regulations and labor laws, while staying updated on regulatory changes to maintain ongoing compliance.
- Contribute to improving employee satisfaction by developing benefits systems and implementing initiatives to enhance the work environment.
- Collaborate with management to identify training and development needs and implement solutions aimed at improving organizational performance.
-

INTERESTS

-READING

-LEARNING

LANGUAGES

-English

-Arabic

Call Center Agent -
Majorel

2021-2022

- Handled customer inquiries in a timely and professional manner
- Assisted customers and troubleshooting over the phone as a Call Center Agent.
- Responded to customer emails and phone inquiries promptly and accurately.
- Met and exceeded call center performance metrics set by the company.

intern Accountant -
Hosny group office

2021-2021

- Managed full cycle accounting processes for a portfolio of clients, ensuring accuracy and timeliness of financial reporting.
- Assisted in the preparation of financial statements and budgets.
- Reconciled bank accounts and general ledger accounts on a monthly basis.
- reviewed and monitored billing activities to ensure accuracy and timeliness.
- repaired filed tax returns.
- Assisted in the preparation of financial forecasts and projections.

EDUCATION

BACHELOR IN BUSINESS ADMINISTRATION
ENGLISH SECTION

NUB University | 2018-2022

HR Diploma (Jan-2025)

EGYCHAM-SHRM

HR METRICS & ANALYTICS (May-2025)

leaders - HRCI