

# A ' L A A M O H M E D N A B I L

## HR GENERALIST

### CONTACT



### PROFILE SUMMARY

Dynamic HR specialist with 11+ years of experience in recruitment, employee relations, HR compliance, and payroll administration. Adept at developing and delivering innovative HR strategies and solutions to improve efficiency, employee engagement and retention. Proven ability to develop and maintain positive working relationships with employees and management.

### EDUCATION

2009 - 2012

#### CAIRO UNIVERSITY

- Bachelor of law.

2014-2016

#### CAIRO UNIVERSITY

- Master Degree

### WORK EXPERIENCE

#### ALPHA Omega Egypt

JUL. 2022-TILL NOW

##### HR Generalist

- Assist in talent acquisition and recruitment processes
- Conduct employee onboarding and help organize training & development initiatives
- Provide support to employees in various HR-related topics such as leaves and compensation and resolve any issues that may arise
- Promote HR programs to create an efficient and conflict-free workplace
- Gather and analyze data with useful HR metrics, like time to hire and employee turnover rates
- Organize quarterly and annual employee performance reviews
- Maintain employee files and records in electronic and paper form
- Ensure compliance with labor regulations

#### SOLMAX geosynthetics

Aug. 2021 - Jul. 2022

##### Personnel Specialist

- Ensuring Compliance with labor law.
- Handel all recruiting activities.
- Employee relations.
- HR policies and procedures.
- payroll.
- Assist in administrating employee benefits programs
- including social and medical insurance.

#### Al Sana privet Shcool

Jul. 2010 - Sep. 2019

##### HR Admin

### SKILLS

- Communication
- organizational
- Teamwork
- Time Management
- Leadership
- Effective Communication
- Critical Thinking

### LANGUAGES

- English: Very Good
- Arabic: Native

### COURSES & CERTIFICATES

HR Diploma  
Personnel & Payroll Workshops.  
Course practical HR Personnel  
& Payroll.  
English Conversation course.  
Full ICDL