

Abdelrahman Mamdouh Fathy

Experienced Lawyer/ HR Specialist /Bridging Legal Expertise with Human Resources Solutions/ HR Diploma / Advocate for Workplace Compliance / Employee Well-being /Talent Acquisition Expert / Employee Engagement advocate.

Summary:

- HR Specialist with over 7 years of experience in recruitment, Personnel Management, people planning, demonstrated expertise in streamlining recruitment processes, enhancing employee performance, and ensuring compliance with legal and regulatory standards. Proficient in implementing strategic HR initiatives, managing complex employee relations issues, and driving organizational growth through effective training and development programs, fluent in Arabic and good English, with excellent communication, negotiation, and presentation skills
 - I have the ability to improve quality and increase productivity and profitability of the company through human resources and corporate performance that differentiates the organization from its competitors
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Competencies:

Talent Acquisition- Employee Onboarding - People Planning Compensations and Benefits - Performance Management - Personnel Management- Organizational Development- HR Diploma - Personnel file Management – HR Policy Implementation – Compliance and Legal Standards- Team Building – Leave calculation -Employee Data Management – Orientation Programs-

Education:

Bachelor of Law, Ain Shams University

Graduation year: 2013

Professional Experience:

- 1 Aug 2024 – Until now (HR Specialist) (El Emam for Engineering project)

Job responsibilities:

- Coordinate and follow up the personnel files.
- Update database and resignations

- Dealing with the office of labor and insurance.
- Post jobs and advertisements on the different media channels through the websites or the newspaper.
- Screening CVS and schedule interviews.
- Attending interviews – prepare and fill the interview evaluation sheets.
- Conducting the job analysis and job descriptions.
- Sending job offers, issue HR letters.
- Investigate and take legal action with employees.
- Preparation of Employee Evaluation and Promotion.

May ٢٠١٩ July ٢٠٢٤ (Administrative in the general authority for construction and housing cooperatives is one of the bodies affiliated to ministry of housing utilities and urban communities)

Job responsibilities:

- Inspection of associations affiliated with the general authority for construction and housing cooperatives in order to serve their members
- Audit of all contracts of contractors and consultants
- Writing legal memos and dealing with administrative and public prosecutors and department of public funds and administrative oversight
- Investigation of members of cooperative housing associations
- Dealing with citizens service networks weekly and receiving complaints and writing and responding to them

- Apr ٢٠١٧ - May ٢٠١٩ (**Personnel And HR Recruiter**) -
Sweet Center Company, Elmerghany , Masr ElGedida, Cairo, Egypt.

Job responsibilities:

- Coordinate and follow up the personnel files and Follow up the attendance and departures and Follow up the daily sanctions.
- Dealing with the office of labor and insurance.
- Post jobs and advertisements on the different media channels through the websites or the newspaper.
- Screening CVS and schedule interviews.
- Attending interviews – prepare and fill the interview evaluation sheets.
- Conducting the job analysis and job descriptions.
- Sending job offers, issue HR letters.

Feb ٢٠١٥ – Apr ٢٠١٧

A free lawyer in a lawyer's office

Lawyers office, El Marg , Cairo , Egypt

Job responsibilities:

- Dealing with all courts inside and outside Cairo and dealing with the investment authority and the labor and insurances office.
- Writing contracts and memos and dealing with police departments, traffic and taxes

2013 – Feb 2015

**Lawyer at the office of the legal advisor of company Al-Sallab ceramic
Lawyers office, Nasr city, Cairo, Egypt**

Job responsibilities:

- Dealing with all courts inside and outside Cairo and dealing with the investment authority and the labor and insurances office.
- Writing contracts and memos and dealing with police departments, traffic and taxes

١- Professional Certificates:

١- ٢١ th August ٢٠٢٤ - ٧ th December ٢٠٢٤ : HR Diploma from Approved by **EGYCHAM (٦٠ Hours)**

-Certified by "SHRM" Society of Human Resources Management in America.

(Brief summary this course)

I gained valuable skills such as (HR Planning - Talent Acquisition & Recruitment & Selection – Create job Ads – Interviews Types – How to Evaluate the Employee in the interview – Body language – Salary Scale & Salary Structure- Training & Development - Performance Management system)

٢- ١٠ th September ٢٠٢٤ – ١ St December ٢٠٢٤ : **Personnel Management Training Program from Approved by Managopia**

(Brief summary this course)

I gained valuable skills such as (Establishment and structure of personnel affairs department – Egyptian labour law – Insurance law – Tax code)

3- 1 Dec 2024: HR Specialist Training

(Brief summary this course)

HR Specialist Training: (+100 hours)

Certified by "SHRM" Society of Human Resources Management in America.

Strategic Human Resources Management	(+18 hours)
Performance Management System	(+18 hours)
Job Analysis & Job Design	(+18 hours)
Recruitment & Selection	(+18 hours)
Training & Development	(+18 hours)
Graduation Project	(+10 hours)

HRM Abilities & Skills

- Set Suitable Vision, Mission and Strategic Goals.
- Convert Strategic Goals into SMART Objectives.
- Design the organization's organizational structure.
- Plan the workforce and identify all required jobs.
- Design job description forms for all required jobs.
- Determine job specifications of required vacancies.
- Determine the appropriate recruitment channels.
- Design knowledge, skill and behavioral test forms.
- Design SMART performance management system.
- Design employees performance evaluation forms.

4- 19 OCT 2024: Human Resources Management (HR) from Approved by Hollo

(Brief summary this course)

- I gained valuable skills such as basics of HRM with some basics of Management as (HR Planning – Recruitment – personnel – Payroll – Business communication)

5- 3 Sep 2024: How to be HR

(Brief summary this course)

- I gained valuable skills such as basics of HRM with some basics of Management as (Concept of management and its functions & HRM concept, objectives and roles)

6- 9 Aug 2024: Employment Skills Workshop and Labor market qualification- from Approved by The Ministry of Youth and Sports.

(Brief summary this course)

- I gained valuable skills such as writing CVS and preparing for interviews

- Understanding the importance of ATS systems, using keywords, and job search tools

٧- Feb ٢٠١٩: HR Management Fundamentals from (HCC)

٨- Feb ٢٠١٩: English Certificate from (British Council) include Successfully completed level Pre- Intermediate One

٩- Jan ٢٠١٩: English Certificate from (British Council) include Successfully completed level Elementary four

١٠- Oct ٢٠١٨: English Certificate from (British Council) include Successfully completed level Elementary Two

١١- Nov ٢٠١٨: English Certificate from (British Council) include Successfully completed level Elementary Three

١٢- Oct ٢٠١٧: Workshop in Criminal Law.

١٣- Nov ٢٠١٧: Training course in legal affairs and law.

١٤- May ٢٠١٢: ICDL international Computer Driving License - from Approved by Ministry of communications and information technology - Egypt

١٥- Feb ٢٠١١: Computer course (Software – Hardware)

١٦- June. ٢٠٠٧: Computer course (Windows –word – Excel - power point) from Approved by Governorate of Cairo

١- Online Courses:

١- ٣ Oct ٢٠٢٤: Skills of emotional intelligence and the community - from Approved by (Edraak)

(Brief summary this course)

- I gained valuable skills such as the role of emotional intelligence and the community in our daily and professional lives

٢- ٣ Sep ٢٠٢٤: Discovering Passion and Self- Development – by (Captaincy entity)

(Brief summary this course)

- I gained valuable skills such as Passion and Self- Development

٣- ٣٠ Aug ٢٠٢٤: Introduction to Human Resource Management - from Approved by (Edraak)

(Brief summary this course)

- I gained valuable skills such as basic principles of HRM and how to plan and design jobs, and best practices for hiring, training and developing employees to take advantage of their, full potential and transfer their energies in favor of working effectively

٤- ٢٤ Aug ٢٠٢٤: How to create a tailored resume and cover latter, how to prepare for an interview, and why self-assessment is a powerful tool for providing personal and professional insights to assist in their job search- from Approved by (hP foundation)

