

# MOHAMED ZAIN EL-ABDEEN HUSSEIN

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## SUMMARY

Enthusiastic and motivated person seeking a position where I can leverage my skills and knowledge to contribute to the success of the company. Committed to continuous learning and personal development, I aim to acquire new skills and insights that will not only benefit my professional growth but also drive positive outcomes for the organization.

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## EDUCATION

Human Resources Diploma - Grade: Excellent

December-2023

• **EgyCham (Verified by SHRM, HRCI and Ain Shams University)**

- Gained in-depth expertise in Human Resources Management, achieving a distinction in the program.

**Key areas of focus:**

- Conducting job analysis, job descriptions, and job specifications.
- Recruitment, talent acquisition, and conducting interviews.
- Labor law compliance, payroll management and personnel matters.
- Training and development, organizational development.
- Designing and implementing salary structures.

**HR course** 2024

UCCD with a certificate from the American Chamber in Cairo.

- HR function - HR role - recruitment and filtration - leadership and team Management

**Bachelor's degree - Business Administration - English Section** 2020 - 2024

Tanta university

- grade: good.
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## WORK EXPERIENCE

October 2023 - present

**HR Specialist - EgyBell for Business Consultancy (Outsourcing for AFREXIM Bank)**

- Conduct all interviews for AFREXIM Bank upon receiving hiring requests.
- Manage employee contracts, including drafting, signing, renewals, and modifications.
- Prepare various official documents, such as experience certificates and HR letters.
- Handle employee onboarding and offboarding processes, including hiring and exit documentation.
- Oversee medical insurance administration, including refunds, coverage inquiries, and issue resolution.
- Monitor and log employee attendance, leaves, and absences.
- Support talent acquisition efforts by maintaining seamless communication with stakeholders.
- Ensure compliance with HR policies and labor laws in all HR processes.

**Outsource HR recruiter "Career Solutions"** April 2023 - May 2023

- Attracting multiple leads by using different marketing methods.
  - Rating each lead's proficiency within the spoken language then filtering out the suitable candidates.
  - Helping out candidates to pass the interview.
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## ADDITIONAL ACTIVITES

### **AIESEC**

- Recruitment team: Conducting several interviews for people looking forward to joining the organisation.
- IGT team leader: Tasked with opening job slots for foreigners from different countries outside Egypt, by dealing with company owners and CEO's.

### **Institute of leadership (Helwan)**

- Team leader of the organisation committee tasked with organising several events and conferences for the ministry of higher education and scientific research with the attendance of several important figures i.g; The president and the prime minister.
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## SKILLS

### **Technical skills**

- Proficient in recruitment, onboarding, contract management, and HR documentation.
- Experienced with HR software, attendance, and leave tracking.
- Skilled in medical insurance administration and labor law compliance.
- Knowledgeable in payroll processes and benefits management.
- **English Spoken "C1" Written "C1" Core grammar " C1"**
- Microsoft office set.

### **Soft skills**

- Leadership and management
- Employee relation
- Communication skill
- Strategic thinking
- Interviewing
- Adaptability
- Conflict resolution