

Mohamed Ragab Ewais Mahmoud

Giza, Haram

Manager of Human Resources | Vice Manager of Talent Management and Development | Human Capital Manager | Senior Human Resources Manager | Recruitment Manager | Manager of Personnel and Compliance

Highly skilled Manager of Human Resources with over ١٦ years of experience in recruitment, talent acquisition, personnel management, payroll, performance management, OD and training across various industries. Demonstrated expertise in streamlining recruitment processes, enhancing employee performance and ensuring compliance with legal and regulatory standards.

Competencies

Recruitment Management – Talent Management – Employee Onboarding - Compensation and Benefits – Employee Relations – Personnel File Management – Compliance and legal Standards – Training and Development – Salary Certification – Employee Data Management –

Experience

HR Manager – Kanza Group - Agriculture Manufactory - Giza

٠٨-٢٠٢٢ – Till Now

Job description: -

- Partners with the leadership team to understand and execute the organizations human resource and talent strategy particularly as it relates to current and future talent needs, recruiting, retention, and succession planning.
- Manages the talent acquisition process, which may include recruitment, interviewing, and hiring of qualified job applicants, particularly for managerial, exempt, and professional roles; collaborates with departmental managers to understand skills and competencies required for openings.
- Provides support and guidance to HR generalists, management, and other staff when complex, specialized, and sensitive questions and issues arise; may be required to administer and execute routine tasks in delicate circumstances such as

- providing reasonable accommodations, investigating allegations of wrongdoing, and terminations.
- Analyzes trends in compensation and benefits; researches and proposes competitive base and incentive pay programs to ensure the organization attracts and retains top talent.
- Oversees employee disciplinary meetings, terminations, and investigations.
- Develop and implement HR strategies and initiatives aligned with the overall business strategy
- Support current and future business needs through the development, engagement, motivation and preservation of human capital

HR Manager – Golden Venus – FMCG, Retail, F&B and Food Manufactory

“Los Pinos, Maison Samira Maatouk” Badr Industry Zone ٠٦-٢٠٢٠ - ٠٢-٢٠٢٢

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- Develop and implement HR strategies and initiatives aligned with the overall business strategy Support current and future business.

Assistant HR & Admin Manager – Universal Payment Service. UPS –

IT / Software Devolvement - Cairo ٠١-٢٠١٩ – ٠٦-٢٠٢٠

Job description: -

- Develop and lead recruitment and employee retention efforts.
- Oversee and manage a performance appraisal system that drives high performance
- Nurture a positive working environment
- Research, propose, and coordinate compensation and salary raise programs.

- Assist in day-to-day operations administration and provide periodic departmental reports.
- Research, design, and implement employee policies and procedures.
- Oversees employee disciplinary meetings, terminations, and investigations.

HR Manager – Hololona limited Co Retail “Computer Hardwar”

Egypt, KSA & UAE “Remotely”

• ١-٢٠١٨ – ١٢-٢٠١٨

Job description: -

- Manage all H.R function online within ERP system.
- Manage the recruitment and selection process, for “Egypt – KSA – UAE “
- Oversee and manage a performance appraisal system that drives high performance
- Administer all the issues of attendance, annual vacation and sick leaves according to KSA labor law.
- Nurture a positive working environment
- Preparing employees’ salaries with ERP system.
- Develop and implement HR strategies and initiatives aligned with the overall business strategy
- Support current and future business needs through the development, engagement, motivation and preservation of human capital
- Manage pay plan and benefits program
- Assess training needs to apply and monitor training programs
- Report to management and provide decision support through HR metrics
- Ensure legal compliance throughout human resource management.

HR Manager – Abu-Auf House of Nuts “FMCG – Retail – F&B – Food Manufactory”

New Cairo

• ٣-٢٠١٥ – ١٢-٢٠١٧

Job description: -

- Administers various human resources plans and procedures for all company personnel.
- Administer all the issues of attendance, annual vacation and sick leaves according to labor law.
- Managing operating expenses/budgets related to HR Department and prepare budgets for compensation & benefits forecast.
- Pooling candidate’s CV’s and applications from recruitment resources advertisement. Filtering them according to job required specifications.
- Manage the staffing of the organization, including manpower planning, Recruitment and selection process, training & development, transfer and promotion of talented employees.
- Maintain pay plan and benefits program
- Assess training needs to apply and monitor training programs
- Report to management and provide decision support through HR metrics.

Payroll & Personnel Manager – Abu-Auf House of Nuts “, Retail, F&B, Food Manufactory”

New Cairo

٠٣-٢٠١٣ – ٠٣-٢٠١٥

Job description: -

- Develop systems to process payroll account transactions (e.g. salaries, Compensation, benefits, deductions, taxes and Social Insurance payments)
- Coordinate timekeeping and payroll systems
- Oversee processing of payroll changes (e.g. new hires, terminations, raises) and system upgrades
- Ensure compliance with relevant laws and internal policies
- Supervise and coach payroll clerks and assistants
- Liaise with auditors and manage payroll tax audits
- Collaborate with Human Resources (HR) and accounting teams
- Maintain accurate records and prepare reports
- Resolve issues and answer payroll-related questions
- Create database on Excel sheet for all employees.
- Establish, complete and update all personnel files.

Payroll & Personnel Senior - FCC Group – Multinational Company

Egypt Environmental Services. EES” New Nozha, Cairo

٠٣-٢٠٠٦ – ٠٢-٢٠١٣

Job description: -

- Preparing employees' salaries.
- Processing all employment contracts' requirements & Preparations of social insurance forms ١, ٢ & ٦.
- Establish, complete and update the personnel policy and procedures that fit with the social and labor security laws also with the company policies and objectives.
- Making reports of the social insurance, Salary tax, vacation accrual, overtime analysis.
- Preparing the Taxes Settlement
- Handling all the salary problems.
- Contact between the company and bank.
- Responsible for transferring salaries every month to Bank for whole company branches In Egypt.

Payroll & Personnel Specialist - FCC Group

- Establish, complete and update all personnel files
- Processing all employment contracts' requirements & Preparations of social insurance forms ١ & ٦.
- Handling all governmental relations " labor Office & Social ins. Office "
- Calculating the overtime of the employees according to the attendance sheet.
- Receiving the employees' contract to fulfill all data on system.
- Control and Managing salary flash cards for all employees.
- Responsible for delivering all the salaries for the workers and the Supervisors

- Calculating the end of service dues of the resigned and dismissed employees.

Accountant - Metro White Mediterranean for trading & Engineering CO”

New Nozha, Cairo

١١-٢٠٢٣ – ٠٢-٢٠٠٦

Job description: -

- Reconciles processed work by verifying entries and comparing system reports to balances.
- Charges expenses to accounts and cost centers by analyzing invoice/expense reports; recording entries.
- Pays vendors by monitoring discount opportunities; verifying federal id numbers; scheduling and preparing checks; resolving purchase order, contract, invoice, or payment discrepancies and documentation; insuring credit is received for outstanding memos; issuing stop-payments or purchase order amendments.
- Pays employees by receiving and verifying expense reports and requests for advances; preparing checks.

-Part time Jobs

HR Manager – Choices Healthy & Qahwangi Egypt “FMCG – Retail – F&B”

New Cairo

٠٤-٢٠٢٢ – ٠٨-٢٠٢٢

Job description: -

- Manage all Recruitment cycle
- Manage all Payroll cycle
- Employees onboarding
- Manage employee training
- Manage personnel tasks

Education & Courses

- **Bachelor of Commerce, (Accounting Dept) Cairo University ١٩٩٩ – ٢٠٠٣**
- **HR Diploma – In Progress – Accreditation (EGYCHAM, HRCI & Ain Shams University)**
- **SPHRI Self Study**
- **H.R Certificate - ٢٠١٤**
 - H.R Planning
 - HR Personnel
 - Recruitment & Selection.
 - Training & Development
 - Performance Appraisals, Compensation & Benefits
 - Labor Law

Skills

- Language Skills:

- Arabic..... Mother Tongue
- EnglishVery Good

- Computer Skills:

- Good dealing with PC software & Hardware
- Excellent in creation & formation of Excel formulas to use in various accountable purposes.
- Excellent user with Microsoft Office

- Personal Skills:

- Self-Motivated, Energetic, Ambitious, Able to work under Stress, Team Working and Like Challenging.

- Personal Information

- Birth Date: ٧/٨/١٩٨١
- Nationality: Egyptian
- Marital Status: Married
- Military Status: exempt.