

Hagar Mahmoud Ibrahim Mahmoud



Personnel Specialist | HR Generalist | Freelance Recruiter | Recruitment Coordinator | Talent acquisition | HR Coordinator | Administrative Assistant

Experienced HR and Administrative professional with over 7 years of expertise in Personnel Management, recruitment, payroll management, employee relations, and HR policy implementation. Skilled in maintaining HR documentation, enhancing workplace efficiency, and ensuring compliance with labor law and legal standards, Proficient in multitasking and managing administrative tasks with precision. Having a diverse background in project management. Fluent in Arabic and English, with excellent organizational and communication skills.

Competencies

Recruitment and talent acquisition - Personnel File Management – Employee Onboarding - Employee relations and conflict resolution - Drafting and implementing HR policies - Compliance and legal standards - HR documentation and record-keeping – Leaves and Attendance tracking - Microsoft Office (Word, Excel, PowerPoint) - Fluent in Arabic and English

Experience

Personnel Specialist | EA Energy Limited, Egypt (Jan 2022 – Present)

Job Description:

- Drafted and implemented HR policies and procedures, ensuring compliance with labor laws.
- Managed employee relations, addressing grievances, and maintaining a positive work environment.
- Maintained accurate and up-to-date HR documentation, including contracts, leave, and benefits.
- Oversaw performance management processes, including annual appraisals and feedback.
- Ensured compliance with labor regulations and handled legal documentation as required.
- Provided translation services for HR and legal documents (Arabic/English).

HR Coordinator | EA Energy Limited, Egypt (Jan 2019 – Dec 2021)

Job Description:

- Assisted in recruitment processes, including job postings, candidate screening, and scheduling interviews.
- Supported onboarding processes for new hires, ensuring a smooth integration.
- Monitored employee records, including attendance, leave balances, and performance appraisals.
- Coordinated employee training programs to enhance team productivity.
- Supported payroll processing and ensured accurate employee compensation.

Admin | EA Energy Limited, Egypt (Dec ٢٠١٦ – Dec ٢٠١٨)

Job Description:

- Coordinated administrative processes, including scheduling and document management.
 - Handled telephone calls, inquiries, and requests professionally.
 - Organized and maintained accurate filing systems for office documentation.
 - Prepared and processed expense reports for the organization.
 - Attended meetings, taking minutes, and ensuring follow-ups on action points.
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Courses and Training

- **HR Professional Diploma**
Egycham Academy (Oct ٢٠٢٤ – Jan ٢٠٢٥)
 - **Legal Manual in a Nutshell Course**
RISC Academy (Aug ٢٠٢١ - Oct ٢٠٢١)
 - **Human Resources Management Diploma**
Pro Serv Academy (Nov ٢٠٢٠ - Feb ٢٠٢١)
 - **Intensive Program on Contract Drafting in English**
Cairo University (Community Service Centre) in Cooperation with MPL Legal Academy (Feb ٢٠١٨)
 - **Drafting Contracts Workshop (in English & Arabic)**
Ain Shams University Legal and Economic Studies Center (Nov ٢٠١٥ - Dec ٢٠١٥)
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Education

- **Masters in Law**
Ain Shams University (Graduated ٢٠١٨)
- **Private Law Diploma**
Ain Shams University (٢٠١٧-٢٠١٨)
- **International Commercial Law Diploma**
Ain Shams University (٢٠١٦-٢٠١٧)
- **Bachelor of Law, English Section**
Ain Shams University (Graduated ٢٠١٦, Grade: Good)