Mahmoud Mohamed - Human Resources Coordinator

Contact Information
Address: Future City - Elsherouk - Cairo

Professional Profile
Highly motivated Human Resources Coordinator with a strong background in administrative operations and employee relations. Skilled in streamlining HR processes, fostering positive workplace cultures, and implementing efficient recruitment strategies. Proven ability to coordinate HR functions effectively while ensuring compliance with company policies and labor laws. Passionate about driving organizational success through strategic HR management and innovative solutions.

Education
Bachelor of Law, Ain Shams University (2020)

Certifications & Professional Development
Professional Human Resources Diploma, Egy Cham (October 2023)
Advanced Human Resources Diploma, Egy Cham (March 2024)

Professional Experience

Human Resources Coordinator, Bridge for Engineering and Contracting (October ٢٠٢٣ - Present)
• Successfully streamlined onboarding processes, reducing time-to-productivity for new hires.
• Coordinated recruitment processes, including job postings, resume screening, and interviews.

Administrative Assistant, Bridge for Engineering and Contracting (October ٢٠١٨ - January ٢٠٢١)
• Managed daily office operations, improving organizational efficiency.
• Assisted in payroll and benefits administration, ensuring accuracy and timeliness.

Technical Office Assistant, Bridge for Engineering and Contracting (January ٢٠٢١ - October ٢٠٢٣)

• Supported technical teams in project documentation and reporting.
• Ensured compliance with project timelines and deliverables.

Key Skills

• Strategic Recruitment & Talent Acquisition
• Employee Relations & Conflict Resolution
• Performance Management & Appraisals
• HR Policies & Compliance
• Time Management & Multitasking
• Strong Communication & Interpersonal Skills

Technical Proficiencies

• Microsoft Office Suite (Excel, Word, PowerPoint)
• HR Management Systems (HRIS)
• Visio for Organizational Mapping