

HR Generalist

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Address: New Damietta, Damietta, Egypt

Status: Single

Birth Date: 15/6/1993

Military Status: Exemption

SUMMARY

Meticulous and efficient HR with More Than 5 Years of experience.

Diplomatic, personable, and adept at managing sensitive situations. Highly organized, self-motivated, and proficient with computer and Microsoft office programs.

EDUCATION

- I Am Graduated from Faculty of Law, Mansoura University
Class 2015 Grade Good.
- HR Full Diploma (HR Professional - HR Advanced) HOLD until November 2023.

EXPERIENCE

HR Generalist

NOAH For Modern Furniture Company

6/2023 – Until Now

Damietta

Main tasks

1- Organization Development:

- Contributing to the restructuring of departments to increase efficiency and align activities with business objectives.
- Creates & updates job analysis to identify job descriptions & job specifications.
- Establishing performance evaluation indicators
- Participate in Performance Management Process including implementation of the performance management system by reviewing the application of the system continuously and following up on the results with all departments.
- Conducts exit interviews and analyzes the related monthly reports to identify the exit reasons and reduce & maintain turnover rate.
- Performs employees' satisfaction survey and performs analysis of the survey output.

2- The Social Insurance and Medical Insurance File:

- Preparing an insurance file for new employees and sending it to the insurance specialist in the region
- Follow-up issuance of health cards for workers in coordination with the insurance specialist in the region

- Solve the problems of inspection of insurance office in coordination with the insurance specialist in the region and build best rapport with inspectors
- Handling all Social Insurance issues and documents (Monthly Payment, Preparing, Submitting Social Insurance Forms 1, 6, 2).

3- The Labor Office File:

- I manage all matters related to the employees within the in-company accordance with the company's regulations and organizes Labor laws and communicates with the employees, Ensure adherence to relevant company procedures and policies.
- Preparing job applications in coordination with the department managers, Preparing and updating employee files in terms of (justifications for an appointment – all approved models within the company), well as the labor office records, funds, and checks in the scheduled dates
- Reviewing attendance and Create leaves, Missions, excuses and allowances for employee's daily basis
- Solve the problems of inspection of labor office and build best rapport with inspectors.
- Review and analyze reports on complaints and grievances, Process employees' requests and provide relevant information.
- Update all required reports daily

4- Recruitment File:

- I Create and publish job ads in various portals
- Communicate with potential hires
- Screen resumes and job applications and rank candidates according to their level of qualification
- Interviewing applicants in-person and vetting them for the position
- Follows up on the expiration of the probationary period and work contracts on the specified dates, Conducting Exit interviews and process all paperwork associated with employment changes and updating contracts.
- Follow up with candidates throughout the hiring process
- Onboarding the most qualified applicant and assisting with orientation
- Processing hiring paperwork and maintaining employee records
- Maintain a database of potential candidates for future job openings

5- The Payroll File:

- I Prepare monthly and weekly payroll after Apply salary effects Like absence, tardiness, bonuses, overtime, Social Insurance share, income tax and deductions and Payroll reports.

HR Generalist

ART HOUSE For Modern Furniture Company

1/2021 – 5/2023

New Damietta

Duties and Responsibilities

- Recruitment File.
- The Social Insurance and Medical Insurance File.
- The Labor Office File.
- The Payroll File.

HR Generalist
Damietta For Oils Company

4/2019 – 11/ 2020
New Damietta

Duties and Responsibilities

- Recruitment File.
- The Social Insurance and Medical Insurance File.
- The Labor Office File.
- The Payroll File.

Free Lawyer
Law Frame Mr. Hamdi El Meshad

1/2016 – 12/ 2018
New Damietta

SKILLS

- Very Good Communication skills in terms of dealing with different types of personalities
- Managing priorities
- Command of technology, very good computer skills and Microsoft Office programs
- Reporting skills
- Competence in problem solving and attention to detail
- Collaborate with others and work in a team
- Follow-up skills
- Good English
- Work under pressure