E-mail: Mahmoudyoussef 3@hotmail.com



MAHMOUD YOUSSEF

SUMMARY

- Experience in HR for 15 years.
- Excellent HR knowledge and acquire AUC HRM Certification.
- Experienced in Personnel.
- Excellent communication and building relation skills.

CAREER OBJECTIVE

Looking forward for obtaining a suitable position to utilizes my experience with an international cutting edge firm that relies heavily on human resources in a capacity that will expand my skill set and that of those I work with.

WORK EXPERIENCE

CO. : Advanced Professional Services (Startup Company)

Address: El Riyadh St, Shehab, Mohandeseen, El Giza, Egypt

Title: HC Section Head, Feb 2019 - Till Now.

Duties & Responsibilities:

- Create and Manage all HR functions.
- Build the social insurance system and relations with insurance office.
- Build relations with labor law office.
- Conduct a Payroll agreement with the bank (CIB).
- Establish a training agreement with the National Telecommunication Institute (NTI) to create on job training for the candidates.
- Maintain the company organization charts database and carry out any modifications or required amendments.
- Establish and manage win-win relationships with all benefits' and staff offers' providers to ensure the highest services standards and cost efficiencies.
- Execute the recruitment and selection process of sourcing; maintaining a constant flow of highly qualified & matching calibers.
- Ensure the implementation of all staff salaries and expenses, and make the appropriate legislative earns and deductions with accuracy and timely manner.
- Develop payroll reports and implement all necessary systems, procedures and documents to ensure the continued timely and accurate payment of salaries and expenses.
- Consult with line management and provide daily HR guidance.
- Work closely with management and employees to improve work relationships, build morale and increase productivity and retention.
- Provide HR policy guidance
- Monitor and report on workforce and succession planning.
- Resolve complex employee relations issues and address grievances

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 Negotiate with training providers the technical and financial proposal to ensure that the best quality of training and development is provided within the established budget.

- Maintain an effective communication process to ensure that employees are aware of the organization's activities, objectives and corporate image.
- Execute all engagement initiatives based on the HC strategy to enhance the attachment and engagement level of employees.
- Enhance the engagement and loyalty for the company.

CO. : Advanced Computer Technology 🕰

Address: El Batal Medhat Abdel Hameid, El Mohandiseen, Giza, Egypt

From: April 2005 - Till: Jan 2019

Title: Benefits Supervisor, Jan 2018 - Till Jan 2019.

Duties & Responsibilities:

- Maintain The relations with Medical Providers.
- Alyse the documentation for all settlements with medical provider.
- Collect all require data from recent Employees and them families.
- Contact with the medical care Insurance in order to Issuing the new hires' medical ID cards
 & Modifying the employees' medical ranking/ grade.
- Issuing ACT & sister companies' medical report conveying all the medical, health papers & expenses of the company employees before its payment.
- Issue Monthly meeting with medical providers to solve any issues.
- Update the employees by new medical networks.
- Build relation with premium Card.
- Conduct special discount agreement with Restaurants for all employees.
- Build relation with Tourism companies to get special offers with our Employees.
- Build relation with GYMs to get offers for our Company (Golds Gym, H2O and Samia Allouba)
- Build strong relations with banks (CIB, QNB and Aouda) to get special rate to our employees.

Title: Personnel Senior Specialist, Jan 2016 - Till Dec 2017.

Duties & Responsibilities:

- Make department plan, KPI and goals to submit to our director.
- Collect and create the vacations plan for high levels to submit it to Managing director.
- Submit the medical check form for new hires to perform the medical checkup test before hiring
- Responsible for submitting the recruitment documents from the Recruitment Specialist, Hiring documents from the new hires.
- Supervise/ Ensure Issuing fingerprint process for all ACT new hires.
- Access New Hires personal data & all related salaries information in HRIS "MAESTRO& INFOCUS systems" for ACT and All Sister Companies.
- Supervise on Keeping/ maintaining the employee's files in a good shape and in compliance with labor requirement.
- Make sure that all the resigned employee has received their papers & documents the submitted to the company because of joining the company.
- Supervise on delivering all the required insurance form. (1) For all ACT new hires & sister companies on time to the social insurance organization to avoid any penalties might be imposed by the (S.I.O).

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• Keep track issuing Evaluations to all employees for renewing their employment contracts for ACT and All Sister Companies.

- Issue Employee training contracts and receipts by the Special Secretariat.
- Calculate the Admin Division' employees' monthly overtime for their salary actual pay after submitting report to the Admin Director for approval.
- Calculate ACT employees' monthly overtime for their monthly salary actual pay.
- Supervise on Checking the personnel transactions forms and timesheets submitted by all ACT divisions for accuracy, completeness, compliance with rules and the established procedures.
- Perform initial orientation for newly hired employees to align them with the main company goals, profile and business processes.
- Issue some needed documents for the employees such as HR Letters, Experience certificates, etc.
- Issue letters (increase, annual incentives, quarterly) for all ACT & sister companies'

Title: Personnel Specialist, Jan 2012- Dec 2015

Duties & Responsibilities

- Responsible for submitting the recruitment documents from the Recruitment Specialist, Hiring documents from the new hires.
- Issue the performance evaluation form for the concerned Director to evaluate the first 3 months' Probation Period of some new hires as per the company rules and the established procedures as well as modifying the salaries and hiring procedures
- Issue the Employment Contract including dividing monthly salary (Fixed, Variable, Meal Allowance, etc.) for ACT and All Sister Companies' employees.
- Keep track issuing Evaluations to all employees for renewing their employment contracts for ACT and All Sister Companies.
- Calculate the Admin Division' employees' monthly overtime for their salary actual pay after submitting report to the Admin Director for approval.
- Calculate ACT employees' monthly overtime for their monthly salary actual pay.
- Access over time result in the HRIS "MAESTRO& INFOCUS systems" for ACT and All Sister Companies.
- Calculate all Employees Salary Effects (Absents, Penalties and mobile deductions for Vodafone and Etisalat) for their actual-pay monthly salaries for Act and All Sister Companies.
- Review monthly salaries for ACT.
- Print all ACT final monthly actual-pay salary file and review it with the Department Manager.
- Print employees monthly pay slips and submit it for ACT and TPC' employees.
- Calculate/ update the employees' vacations annual credits for ACT & sister companies.
- Issue daily reports for Managing Director.

Title: Timekeeper, April 2005- Jan 2012

Duties & Responsibilities

- Issue the fingerprint for all Employees.
- Gathering and compiling time sheet data from employees across departments.
- Maintaining Attendance reports for all company
- Calculate the Employee working hours.
- Follows employees' missions, permissions and vacations.
- calculate vacations balance.
- Maintain vacation plan form.

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- Maintain the Effects report for all employees.
- Calculate employees' penalties.
- Review employees pay slip.
- Review all increase salary letters and incentive letters.
- Maintain any reports related to attendance for Managing director

EDUCATION

• 1998-2002 Cairo University Cairo, Egypt.

• B.A. in law.

PROFESSINAL DIPLOMA

1- HRM Diploma

Certified Professional HR Management Certification (Certified by AUC university) including:

- Recruitment & Selection.
- Training & Development.
- Compensation.
- Organization Behavior.
- HR Information Technology (Infinity).
- Labor Law.
- Contemporary Management.

COURSES & TRAINING

- 2- General English courses from AUC.
- 3- ICDL Certified [International Computer Driving License] Including:

{Excel – Word – PowerPoint – Access – Windows – Net – Introduction}

LANGAUGES SKILLS

• Arabic : Mother tongue.

• English : Good command of both written and spoken English.

COMPUTER SKILLS

- Very Good Knowledge of Windows applications, MS Office (2003-2007); Word, Excel, Power Point, Inter Net. Outlook.
- Good Knowledge of Software & Hardware.
- Good Knowledge of Various Internet Tools.

PERSONAL SKILLS

Punctual, Well Communicate, Reliable, Creative and Learning Lover.

INTERESTS

Internet, Playing Football and Swimming.

PERSONAL INFORMATION

Address: 4, Beshay Abd El Malak st, Masr El Kadeema, Cairo, Egypt.

Religion : Muslim
Nationality : Egyptian Mob: 01007029328

Military service: Exempted
Martial Status: single

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Reference furnished upon Request