



# MOHAMED ABO OUF

HUMAN RESOURCES AND ADMINISTRATION SUPERVISOR

## CONTACT

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## EDUCATION

### Bachelor's degree

Advanced Academy  
2006

### Certificate

- ICDL
- Office Management Program.
- Communications Skills, Soft Skills and Human Relations.
- Basic Business Skill Acquisition.
- Developed Language & Computer Skills.
- Training and HR Development.
- Core Values & Code of Ethics.
- Prepare crisis scenario.
- Crisis management strategy.
- Stages of crisis management.
- Performance Management.
- Basics of E-service.

## SKILLS

- Quick to learn and adapt
- Microsoft Office
- Attendance and Leave Management
- Leadership and Team Management
- Problem solving
- Adaptability and flexibility
- Strong interpersonal skills
- Payroll Management (Oracle System)
- Employee Relations
- Office Management
- Multitasking under pressure

## PROFESSIONAL OVERVIEW

HR and Administration Supervisor with 13 years of work experience in human resources management and administrative processes. Proven experience in recruitment, payroll, employee relations, policy implementation and compliance with labor laws. Proficient at leading teams, streamlining HR processes, and creating a positive and effective workplace culture. Strong communication, leadership and organization skills with a results-driven mindset. Trusted by management and staff for confidentiality and practical solutions. Strive to contribute to a forward-thinking organization that values excellence in human resources and management.

## WORK EXPERIENCE

### HR & Admin Supervisor

*Midas International , 2012 – 2025*

**Kuwait**

- Full knowledge of the Kuwaiti Labor Law and all its updates and I follow all issued government decisions, in addition to the labor law of the Gulf countries in general.
- Managing the company's branches abroad in terms of employee and work affairs (Saudi Arabia, UAE, Qatar, Jordan, Bahrain, Egypt).
- Working on all local and international government e-platforms.
- Managing a team of more than 10 employees internally and remotely.
- Supervised HR and administrative operations including recruitment, payroll, attendance, employee files, and general office management.
- Ensured compliance with local labor laws, company policies, and government regulations (e.g., visa processing, contracts, renewals).
- Working on government wage protection programs and responding to all violations and dealing with them professionally.
- Led initiatives to improve HR processes and reduce manual workload by implementing automated systems (Payroll & attendance tracking).
- Supported employee engagement, performance management, and training programs to enhance workplace productivity and reduce turnover.
- Digitized employee records, improving access and reducing errors by 95%.
- Successfully passed multiple labor inspections with full compliance and zero penalties.
- Trained and developed junior staff, increasing team efficiency and service quality.
- Experienced in handling confidential information and records in a discreet and secure manner.
- Highly skilled in providing administrative support to executive-level staff and departments.
- Possess strong organizational, problem-solving, and communication skills.
- Multitask and prioritize tasks to meet tight deadlines.
- Follow-up Personnel.
- Issuing any Visas .

## ACHIEVEMENTS

- Develop and implement updated HR policies and procedures in line with labor law changes, ensuring full compliance.
- Coordinated administrative support for multiple departments, enhancing internal communication and operational efficiency.
- Training and mentoring junior HR staff, which improved team productivity and readiness.
- Multitask and prioritize tasks to meet tight deadlines.

## PERSONAL DETAILS

- 1985/02/02
- Egyptian
- Transferable Article 18 Residence
- Married
- Have a driving license

### ***Executive Secertary***

#### ***Salmiya Sports Club , 2010 – 2018***

**Kuwait**

- Managed office operations while scheduling appointments for department managers.
- Managed a high-volume of administrative tasks for a busy executive team, including scheduling meetings, handling correspondence, and preparing reports.
- Supervised HR and administrative operations including attendance, employee files, and general office management.
- Ensured compliance with local labor laws, company policies, and government regulations (e.g., visa processing, contracts, renewals).
- Possess strong organizational, problem-solving, and communication skills.
- Data entry.
- Archiving.
- Type any offical letters.
- Customer service

### ***Executive Secretary***

#### ***Professor Ismail for Accounting Consulting Office, 2007 – 2010***

**Egypt**

- Managed office operations while scheduling appointments for department managers.
- Archiving.
- Typewrite offical letters.
- Customer service.
- Data entry.