

Mahmoud Mohamed El Banna

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Cairo - Egypt

Personal Information: -

Date of Birth: 23/03/1990

Nationality: Egyptian

Place of Birth: Cairo

Marital Status: Married

Military Status: Finished

Mother Tongue: Arabic

Second Language: English, V. good (Speaking – Writing)

Education: -

Ain Shams University – Cairo

Bachelor of Commerce, Accounting Department (2006-2010)

CAREER HISTORY: -

- **Zamil Steel Holding**
- **Title: HR & Admin Manager** **01/07/2025 till present**

- Develop and implement HR strategies aligned with company goals.
- Oversee end-to-end recruitment and selection processes.
- Manage onboarding and orientation of new hires.
- Develop and implement HR policies and procedures.
- Ensure legal compliance with labor laws and HR best practices.
- Handle employee relations, grievance management, and conflict resolution.
- Manage performance appraisal and development systems.
- Identify training needs and organize training programs.
- Maintain employee records and HR documentation.
- Oversee compensation, benefits, and payroll coordination with finance team
- Supervise and manage office administration and support staff.
- Ensure smooth operation of office facilities, supplies, and services.
- Maintain records related to leases, insurance, company assets, etc.
- Manage vendor contracts and office procurement.
- Oversee company travel and logistics arrangements.
- Ensure compliance with health, safety, and environmental regulations.
- Coordinate company events, meetings, and internal or external communications.

- **Arabian International Company (Egypt Office)**
- **Title: HR & Admin Manager** **01/04/2023 30-06-2025**
- **Title: HR & Admin Section Head** **01/04/2018 -31-03-2023**

- Prepares reports and enters and updates medical, insurance, retirement, and other personnel forms and records.
- Managing employee's social insurance with various government entities (GOSI).
- Explains company compensation and benefit programs, such as medical, insurance, retirement, and savings plan, and enrolls workers in specified programs.
- Manage workflow to ensure all payroll transactions are processed accurately and timely.

- Compiling summaries of earnings, taxes, deductions, leave, disability, and non-taxable wages and reporting on this.
- Managing all bank transactions related to payroll and suppliers and handling all the procedures between bank transfers and the company regarding our corporate account.
- Managing all the recruitment procedures of the office building.
- Maintaining payroll operations by following policies and procedures.
- Coordinating office activities and operations to secure efficiency and compliance with company policies.
- Supervising administrative staff and dividing responsibilities to ensure the performance of each employee on the team.
- Managing stock of office supplies, stationery and placing orders when necessary.
- Managing agendas/travel arrangements/appointments etc. for the upper management as business trips of them.
- Managing all planning and arranging events, including organizing catering.
- Managing all purchase orders, purchase request and invoicing for all the procurement related to the office building.
- Managing all fleets of the company including drivers and Vehicles maintenance.
- Managing Maintenance team regarding the office building.

➤ **Arabian International Company Jeddah, KSA**

➤ **Title: Senior HR Officer**

01/01/2016 – 01/04/2018

➤ **Title: HR Officer**

01/06/2014 – 01/01/2016

- Manage hiring, resignation, termination, and investigation procedures as per KSA labor law for over 7,500 skilled workforces in the organization.
- Managing employee's social insurance with various government entitles (GOSI).
- Liaise with banking on processing loan processes of employees.
- Issue all HR and Admin Letters to employees.
- Supervise boarding procedures for new employees.
- Assist in the development of new Human Resources processes, systems or procedures to improve efficiency and meet the changing requirements of internal customers.
- Produce management reports which set out implications of actions and recommend ways forward.
- Provide information and suggestions, including recommendations and options as an input to management decision-making.
- Prepare short to medium-term plans, drafting terms of reference, and setting out required resources to facilitate the achievement of Sectional objectives.
- Undertake and co-ordinate small projects, including allocation of tasks to junior staff, monitor progress and ensure timely delivery of end results.
- Identify and resolve relatively less complex non-routine problems while escalating those beyond own expertise.
- Continuing development of professional expertise, ideally through achievement of intermediate professional qualification

➤ **Arabian International Company (Egypt Office)**

➤ **Title: Admin officer** **06/2013-06/2014**

- Managing investigation Procedures between employees.
- Managing a team under my responsibility around 35 employees such as Security, office boys, cleaners, drivers.
- Arrange vacations for employees as per Egypt labor law.
- Managing employee's social insurance.
- Managing all kinds of PR & PO regarding the company

➤ **Vodafone** **12/2012-06/2013**

➤ **Cairo, Egypt**

➤ **Personnel Officer**

- Orienting new employees to the organization (setting up a designated log-in, workstation, email address, etc.)
- Preparing new employee files
- Setting appointments and arranging meetings
- Maintaining calendars of HR management team
- Scheduling job interviews and assisting in interview process

➤ **Vodafone** **06/2012-12/2012**

➤ **Cairo, Egypt**

➤ **Customer Services Representative**

- Resolve product or service problems by clarifying the customer's complaint; determining the cause of the problem; selecting and explaining the best solution to solve the problem; expediting correction or adjustment; following up to ensure resolution
- Maintain financial accounts by processing customer adjustments
- Recommend potential products or services to management by collecting customer information and analyzing customer needs
- Prepare product or service reports by collecting and analyzing customer information

➤ **Egypt Air Company** **Summer training 2009**

➤ **Financial Sector**

- Handling the tickets invoices between Egypt Air Company and other Companies
- Arrange the circle tickets and triangle tickets as per the conventions between Egypt Air and other Companies
- Made a data entry for all transactions belongs to the tickets and upload it to Egypt Air General System (Cirucs)

Personal Skills:

- Strong leadership and interpersonal skills
- Excellent knowledge of HR laws and regulations
- Organizational and multitasking abilities
- Conflict resolution and problem-solving skills
- High level of integrity and confidentiality
- Proficiency in HRIS and Microsoft Office tool

