

Mostafa Hamdy Mohamed Abdel Hameed

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SUMMARY

Strategic Human Resources Professional with 11 years of experience optimizing HR operations and stakeholder engagement at Ericsson. Spearheaded process enhancements, achieving 100% SLA compliance and increased workflow efficiency through advanced HRIS and data analytics. Seeking opportunities to drive transformative HR solutions through data-driven strategies and policy consultation in dynamic organizations.

EXPERIENCE

HR Business Partner

Ericsson

February 2022 - Present, Egypt

- Optimized HR operational processes ensuring total control, efficiency, and adherence to GDPR and legal standards.
- Optimized stakeholder engagement through detailed performance metrics and KPIs ensuring consistent delivery of tailored HR services, achieving 100% in service level agreements (SLA).
- Facilitated process improvement by updating Eridoc, SharePoint, and intranet unit pages, enhancing HR workflow efficiency.
- Developed and processed employment contracts using efficient HRIS software, ensuring 100% compliance with legal standards.
- Executed employment contract terminations utilizing HR management software for an efficient process.
- Facilitate global assignments by streamlining mobility processes through strategic planning and policy consultation.
- Managed end-to-end issuance of shopping carts and invoices, utilizing SAP to ensure timely supplier payments.
- Generated comprehensive HR reports using HRIS to track department metrics and employee performance.
- Managed salary adjustments, bonus evaluations, and taxation to enhance payroll accuracy using advanced payroll software.
- Successfully managed medical care, social welfare programs, and employee wellbeing initiatives, achieving organizational compliance and utilizing data-driven Total Rewards strategies.

HRBP

Lychee Fruit Bar

April 2021 - February 2022

- Developed a streamlined process to update payroll data, incorporating changes for new hires, terminations, and adjustments like deductions or bonuses, leading to error-free payroll across all departments.
- Developed detailed payroll reports and distributed pay slips using payroll management software, ensuring 100% accuracy every month.
- Reviewed absence cases and implemented required disciplinary actions utilizing comprehensive company policy knowledge and HRMS database.
- Developed and kept track of comprehensive allowance and penalty records utilizing advanced spreadsheet software for precise financial management.
- Administered salary transaction processes using advanced HRIS, ensuring accurate payroll output and compliance.
- Monitored employee absenteeism patterns using attendance tracking systems and issued legal warnings per compliance policies.
- Built comprehensive assessment frameworks by leveraging psychometric testing tools, optimizing candidate selection accuracy.
- Conducted comprehensive candidate assessments leveraging Applicant Tracking System to streamline recruitment efforts.
- Crafted role-specific job descriptions and interview questions calibrated to align with organizational differentiation, leveraging tailored communication management platforms.
- Strategically enhanced employer branding by implementing targeted social media campaigns and partnerships, leveraging digital marketing platforms to increase employer brand visibility.
- Coordinated and participated in recruitment events and job fairs to attract diverse talent to enrich talent pool.
- Outlined departmental headcount requirements systematically, incorporating evolving market and business data intelligence.
- Implemented strategic communication plans and social media platforms to effectively sustain candidate networks and relationship nurturing.

Senior Compensation & Benefits

Aria Technologies\ GIZA System

September 2020 - April 2021

- Collaborated with ARIA management using advanced compensation design tools to implement and sustain the company's reward strategy.

- Collaborated with cross-functional teams to enhance workplace equilibrium, utilizing data-driven Total Rewards strategies
- Ensured competitive benefits packages utilizing benchmarking and market analysis techniques, achieving better employee retention rate.
- Developed detailed compensatory policies in accordance with regulations, leveraging regulatory compliance tools with 100% accuracy for compliance adherence.
- Enhanced employee engagement strategies through competitive benefit package development, leveraging market benchmarking.
- Oversaw the administration of employees' employment agreements using automated HR software, ensuring comprehensive onboarding compliance.
- Managed a streamlined benefits administration process by approving invoices and effectively communicating information, resulting in a 20% improvement in employee satisfaction with benefits.
- Collaborated with accounting team using advanced payroll software to ensure accurate documentation of monthly JVs and timely follow-up on payments.
- Developed and executed efficient social insurance registration and renewal processes, leveraging HRIS for enhanced accuracy and record management.
- Resolved employee complaints by implementing structured investigation processes through advanced complaint management systems.
- Collaborated with legal authorities to facilitate efficient issuance of company documents, ensuring regulatory compliance.
- Developed and implemented competitive compensation strategies by analyzing market salary data and utilizing compensation management systems.
- Developed comprehensive compensation and benefits analysis reports using HR analytics software, ensuring precise decision-making support for management.

Senior Compensation and Benefits Specialist Redcon Construction

May 2019 - May 2020

- Enhanced grading structure accuracy by aligning to industry standards through robust benchmarking processes.
- Facilitated transparent communication of career path modifications through digital HR platforms, leading to increased employee engagement.
- Realigned compensation frameworks to industry standards through extensive salary benchmarking and use of job leveling tools like Job Master.
- Facilitated employee performance evaluations using HR analytics tools to enhance appraisal accuracy and improve performance outcomes.
- Successfully restructured employee salaries, employing advanced payroll systems to enhance compensation accuracy.
- Collaborated in crafting compensation and benefits budget utilizing financial analysis tools, incorporating regular adjustments based on performance metrics.
- Executed updates to benefit plans using advanced benefits administration software to introduce new employee benefits efficiently.
- Developed robust compensation frameworks using data analytics tools, ensuring alignment with industry standards and internal goals.

Senior HR Specialist LEONI wiring Systems

December 2013 - May 2019, Egypt

- Executed updates to SAP for new hires, transfers, and data maintenance, ensuring database accuracy and integrity.
- Utilized SAP to efficiently manage time events, work patterns, and attendance updates with tailored solutions.
- Updated weekly HR analytics reports using advanced HRIS tools, ensuring up-to-date data for management review.
- Facilitated efficient resolution of disciplinary cases through strategic committees.
- Monitored and verified history card status using advanced HR tracking software, ensuring accurate and updated employee records.
- Executed comprehensive database creation and access management using advanced HRIS solutions
- Led systemic recording of disciplinary actions utilizing HRIS to ensure full legal compliance and transparency.
- Administered accurate tracking and reporting of employee attendance and absence records using automated time-tracking systems.
- Leveraged advanced HR analytics tools to streamline overtime record management, ensuring precise integration for 7000 employees.
- Executed efficient promotion, demotion, and transfer processes using HRMS for streamlined operations.
- Coordinated comprehensive documentation management for the social box using HRIS and document control software, achieving accuracy and efficiency in records management.
- Generated and distributed weekly HR performance reports to multiple departments using advanced reporting software to ensure data-driven decision-making
- Monitored and reported weekly headcount fluctuations using HRIS, ensuring accurate workforce planning.
- Utilized HR software to streamline the process of tracking and updating turnover metrics and sick leave data.
- Coordinated with headquarters to resolve SAP-HR related issues by implementing efficient communication protocols.

Sales Representative

Orange

July 2011 - October 2011

- Achieved a quarterly sales by leveraging Summer project campaign عيش على النت, enhancing customer engagement and expanding market reach for telecom services.

Sales Representative

Nokia

April 2011 - June 2011

- Surpassed sales targets by 15% through strategic client engagement and leveraging Nokia's mobile solutions portfolio, enhancing gross revenue and strengthening market positioning.

EDUCATION

Bachelor of Law - Arabic Section

Ain shams University · Cairo, Egypt · 2009

CERTIFICATIONS

SAP HCM Certificate

Jupiter 2000 · 2018

HR Certificate

AUC · 2012

COURSEWORK

Professional Human Resources International (PHRI) Course

HPA · 2018

English Course

AUC · 2011

Criminal Law Course

Ain Shams University · 2009

Court Course

Ain Shams University · 2009

English Course (Level 5)

Berlitz · 2009

SKILLS

Soft Skills: Communication, Critical Thinking, Decision Making Technical Skills: SAP, Successfactor, HCM