

Abdelrahman Gad

GENERAL INFO

Full Name: Abdelrahman Mohamed Gad
Date of Birth: 22nd of July 1987
Nationality: Egypt
Marital Status: Married
Location: Marg, Cairo, Egypt

CONTACT INFO

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PROFESSIONAL EXPERIENCE

- Jan 2026 to Present
(3 months) **Hr Manager at Osisco**
Cairo, Egypt
Industry: Engineering Services. Company Size: 51-100 employees
Lead and manage the entire Human Resources department
Develop and implement HR strategies in line with company objectives
Oversee recruitment, evaluation, and performance management processes
Oversee payroll processes
Improve the work environment and foster a strong company culture
- Sep 2024 to Present
(1 year and 7 months) **HR Assistant Manager at MCG Mentor Consulting Group**
Egypt
Talent acquisition and hiring process, organizational development (OD), employee relations and HR operations, manage the payroll process, insurance (direct dealing - token)
- Apr 2024 to Dec 2024
(8 months) **Human Resources Supervisor at Lamandin**
Egypt
Oversee and manage all aspects of people operations and payroll functions, develop and implement HR policies, manage the full payroll cycle, collaborate with finance and accounting teams, create and maintain HRIS system, provide guidance and support to employees, coordinate onboarding and offboarding processes, handle employee inquiries, develop and deliver training programs, maintain employee records
- Jan 2015 to Apr 2024
(9 years and 3 months) **Senior HR Generalist at SIAC**
Egypt
Responsible for carrying out all human resources tasks, conducting orientation for newly hired employees, monitor and control the performance appraisal system, responsible for the payroll process, monitor workers' salary costs, follow-up and analysis of the workforce, experience in administrative affairs, transfer and staff management, security management, managing staff accommodation and renewing contracts
- Jun 2013 to Jun 2014
(12 months) **Manager of Customer Service and Delivery at Ragb Sons**
Egypt
Follow the staff of the department in how to deal with customers, develop a work plan to reach the goal set for sales, improve customer service, train staff to improve performance, renew customer data and perform administrative tasks

- Apr 2012 to Jun 2013 **Supervisor Customer Service at Ragb Sons**
 (1 year and 2 months) Egypt
 Follow up on customer complaints, guide staff on customer interactions, improve customer service
- May 2008 to Apr 2011 **HR Officer at SIAC**
 (2 years and 11 months) Egypt
 Worked as timekeeper in various projects

EDUCATION

- 2015 **Bachelor's Degree in Commerce**
 Ain Shams University (ASU), Egypt
 Overall Grade: Very Good

ACHIEVEMENTS

- Experience in human resources management, with a proven track record across various sectors. Skilled in organizational development, recruitment, human resources policies, planning, and human resources development. Strong business development professional with a diploma in human resources management from Ain Shams University in Cairo. - Implemented numerous projects (sites): Mivida Project (housing project) / Military Entity Project (110) / Sohag Cement Factory / Beni Suef Cement Factory, Line 6 / Beyti Juice Factory in Nubaria / Hospital Project (Administrative Capital)
- Worked on developing an attendance and departure system for companies
- Working on establishing the company to open a tax and insurance account
- Correcting companies' status with the Egyptian Manpower and Insurance Authority.

CERTIFICATES AND TRAININGS

- Mar 2019 **Egyptian Labor Law** at siac
- Mar 2019 **Egyptian Social Insurance Law** at siac
- Oct 2015 **Human Resources** (Score: Excellent)
- Sep 2015 **Human Resources** at Ain Shams University
 Human Resources Diploma

LANGUAGES

- Arabic: Fluent.
- English: Advanced.

SKILLS

- Advanced in Teamwork, customers service, Microsoft Office, Human Resources, Time Management and Leadership teams.