

# AHMED abd el salam mohamed fathy

✉ Ahmed.abdelsalam1818@gmail.com    ☎ 01100900146    📍 Cairo, Egypt    📅 1990-02-20

🔗 Single    🛡 Exemption

## Objective

---

Seeking a challenging position in Human Resources field where my theoretical and practical experience could be develop and enhanced in a prestigious organization

## Experience & Training

---

### HR Section Head, *Suzuki Modern Motors*

10/2023 – Present

- Managing the day-to-day work of the HR department.
- Work with Management Board to identify specific work situations to better understand changes in policies, procedures, regulations, and technologies.
- Monitor and Update Company's Structure
- Developing plans to improve HR processes in the company.
- Ensure the company follows all relevant HR laws.
- Preparing HR daily, weekly and monthly reports and data when required
- Lead and support the HR team.
- Monitor and apply HR recruiting best practices and Performance Management System
- Perform job and task analysis to document job requirements and objective
- Help with hiring new employees and getting them settled into the company.
- Solve problems and ensure employee satisfaction at work.
- Answer questions and help employees and managers with HR issues.
- Keep HR records and information confidential.
- Work with other managers to ensure HR aligns with the company's goals.
- Improve HR processes to make them more effective and efficient
- Build a strong employer brand - Leading all sourcing strategies
- Design and implement recruiting strategies for our company.
- Prepare and review our annual recruitment budget

### HR Supervisor, *Modern Motors*

03/2016 – 09/2023

- Monitor and collecting the attendance sheet manually and through machine.
- Record and send employees transmissions (Missions, Vacations, Permissions, Sick Leave) and Calculate monthly payroll for more than 250 employees
- Monitor operational compliance with the company's policies, procedures and also apply and execute any instructions from human resources department.
- Assure to apply the company regulations.
- Prepare all determined monthly and weekly reports and data required from human resources and related to their tasks.
- Monitor the attendance sheet related to casual labors.
- count the employee's that utilize the Accommodation/ Transportation.
- Follow up the vacation plan in the project. Respond to the employees queries.
- Administrated claims for employee health insurance policy with medical provider.
- Making monthly reports related to benefits and personnel.
- Coordinate Recruitment channels and Follow up.
- Execute pre-screening and/or final phone/face to face interviews for junior & mid-level posts & supports all parties in concern with assessment
- Maintaining personnel Employee files in compliance with applicable requirements, for both locals and expats.

- Finalizing resigned / terminated employee's entitlements.
- Processing new employees' social insurance, employees' termination, leave of absence, and other personnel actions, using appropriate forms.
- Keeping record of insurance coverage and personnel transactions such as hires, promotions, transfers, and termination
- Ensure that all personnel files and variety of information are maintained in an orderly and a complete manner-Maintain the personnel database, update accurately and quickly as changes occur, ensures appropriate supporting documentation is accurate
- Ensures all penalties and deductions are consistent with the Egyptian labor law.
- Follow-up insurance for workers in terms of dealing with Insurance Office
- Maintain all Filing System and Employees Hiring Documents.
- The application control system Attendance and leave daily in consultation with officials depending on the nature of work and the administrative level of the workers.
- Offering Process.
- The application system sick leave and annual emergency officials and guidance to their role in the planning of annual leave and approval.
- Preparing HR orientation for new employees.
- Handling employees' complaints, grievances and disputes.

## Education

---

**Doctorate Of Business Administration - DBA, Cairo University** 09/2025 – Present

**Master Of Business Administration - MBA, Cairo University** 09/2023 – 06/2025

- Grade / A-

**Law Degree, Faculty of Law Ain Shams University** 2010

## Skills

---

### Computer Skills

- HFDTC - Digital Transformation - April 2025 - Cairo university
- Very Good Knowledge of MS office.

### Personal Skills

- Presentation skills.
- Hard worker.
- High flexibility with team members.
- Self-confidence.
- Communication skills.
- Able to work under pressure in many tasks and projects.
- Creative and good team leader.

## Language Skills

---

### English

- TOEFL (Academic Test Of English As A Foreign language)
- Cairo University - July 2025
- Very Good command of both written and spoken English

### Arabic

Native language

## **Courses**

---

### **Professional Certificate in Human Resource Management, HRCI (Knowledge Academy)**

- HR planning - Recruitment and Selection - Training - Performance appraisal - Compensation & Benefits - Organizational Behavior -Strategic HR Management

### **Emotional Intelligence, Knowledge Academy**

### **The Secret of Modern Leadership, Edu Master**

### **How to Solving Problems and Making Decisions, Edu Master**

## **TRAINING Programs Courses**

---

### **SAP User**

2016 - Jupiter