

# Mohamed Mohamed Elsayed Rabea

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## ▪ Summary

An ambitious, organized, and results-oriented HR Manager with 16 years of experience in HR Operations, consultation, audit, and management. I'm currently seeking a new management role challenge with a well-established company that would keep adding to my knowledge and experience and fully utilize my capabilities.

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## ▪ Education

- **Diploma of Human Resources Management** – Suez Canal University, excellent grade, Sep 2019: Jan 2021.
- **Commercial bachelor from Faculty of Commerce**, Suez Canal University, Good grade, 2004: 2007

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## ▪ Experiences

**HR Manager at Serajj Digital marketing** (from Oct 2024 till now)- Located in KSA and the operation office at 6 Ismail ElKbany, Tayaran st, Nasr City, Cairo, Egypt.

### Responsibilities:

- **Starting up and launching the Egypt branch including:**

#### **1. Recruitment and Staffing**

- Develop a recruitment strategy tailored to the new branch.
- Conduct job analysis to determine staffing needs.
- Advertise job openings and manage the hiring process.
- Conduct interviews, assessments, and background checks.
- Onboard and train new employees to align with company policies.

#### **2. Legal Compliance**

- Ensure compliance with local labor laws and regulations.
- Establish employment contracts, policies and regulations in accordance with local legislation.
- Register the company with relevant labor authorities.

#### **3. Policies and Procedures**

- Develop and implement HR policies and procedures specific to the new branch.
- Align policies with company standards while considering local practices.
- Establish disciplinary and grievance handling systems.

#### **4. Employee Relations**

- Build a positive work culture and environment.
- Act as the point of contact for employee concerns and queries.

- Mediate and resolve conflicts effectively.

## **5. Compensation and Benefits**

- Design a competitive salary structure for the branch.
- Implement benefits packages in line with company standards and local norms.
- Ensure timely payroll processing and compliance with tax regulations.

## **6. Training and Development**

- Identify skill gaps and training needs for the new branch staff.
- Organize orientation programs for new hires.
- Develop career development plans to retain top talent.

## **7. HR Systems and Documentation**

- Maintain organized records of employees and company policies.
- Ensure secure handling of sensitive employee information.

## **8. Performance Management**

- Implement performance appraisal systems.
- Set clear KPIs and objectives for staff.
- Provide regular feedback and support for professional growth.

## **9. Collaboration with Other Departments at Cairo & KSA**

- Work closely with operations, finance, and legal teams to ensure smooth branch setup.
- Coordinate with corporate HR for alignment with overall company goals.

## **10. Reporting to Head Office at KSA**

- Provide regular updates to Top management on progress.
- Prepare reports on recruitment, compliance, and HR activities.
- **Leads, trains, mentors, and analyzes performance for the members of the HR team.**

**Regional Section head of HR consultation at Top Business Group** for Human resources audit and consultation (from Jan 2023 till Oct 2024)-17 Abdel Wahab Selim St, Sheraton Heliopolis, Cairo, Egypt

### **Responsibilities:**

#### **1. All consultancy services are required from regional contracted companies in all fields of human resources and its different sections including:**

- Implement and develop the departmental and organizational policies and procedures.
- Implement and develop regulations, employment contracts, onboarding and offboarding process.
- Compile with the relevant laws (Labor law and social insurance law) **“EGY, KSA, UAE”**
- Government relations issues related to the Work permits and residence Visa for foreigners and their family’s consultancy.

#### **2. Personnel consultancy services are required including:**

- Onboarding and Offboarding process, Employee Records Management, Employee Relations, Employee Support and Communication, Disciplinary Actions, Policy Enforcement, Employee Support and Communication, Labor and Social Insurance Laws Compliance, Hiring Documents and employees’ files, HR Policy Development.

#### **3. Talent acquisition consultancy services are required including:**

- Building and Maintaining Talent Pools, Sourcing and Recruiting, Screening and Interviewing, Negotiation and Offer Management, Onboarding New Employees,

Conducting Market Research, Managing the End-to-End Recruitment Process, Collaborating with Hiring Managers, Developing Recruitment Strategies, Employer Branding and, Evaluating and Improving Recruitment Processes.

**4. Organization development consultancy services are required including:**

- Change Management, Strategic Planning, Performance Management, Leadership Development, Organizational Assessment, Talent Management, Enhancing Employee Engagement, Learning and Development, Process Improvement, Implementing The Performance Management System and, Implementing The Key Performance Indicator System.

**5. Payroll consultancy services are required including:**

- Payroll Processing, Tax Compliance, Labor and Social Insurance Laws Compliance, Maintaining Employee Records, Updating Employee Records, Benefits Administration, Payroll Reporting and Analysis, Employee Inquiries and Support and, Year-End Processes.

**6. Auditing and monitoring all operations of the human resources department with contracted companies, identifying strengths and weaknesses, defining risk cases related to the department, and recommending an action plan with a specific time to overcome all identified risks.**

**7. Attend and solve Disputes, Claims and inspection with the contracted companies at the social insurance offices and Labor law offices all over Egypt.**

**8. Leads, trains, mentors, and analyzing performance for the members of the Consultation team.**

**Personnel Team Leader at Top Business Group** for Human resources audit and consultation (from Apr 2022 till Dec 2022)-17 Abdel Wahab Selim St, Sheraton Heliopolis, Cairo, Egypt

**Responsibilities:**

**Leading, reviewing, controlling, and coaching all members of the personnel team at the following procedures for all types of clients "Companies" and customers "Employees":**

- Review new employee files and the hiring documents for the contracted companies.
- Reviewing employment contract and the renewals for the contracted companies
- Preparing, writing, reviewing, and submitting form 1&6 social insurance to the offices all over Egypt within the specified legal time and follow up the registering on the social insurance screen.
- Dealing with all procedures for registering forms 1&6, including solving the problems of the different sectors, so that the forms can be registered on the social insurance screen.
- Preparing, reviewing, and sending form2 for all the contracted companies.
- Preparing, reviewing, and sending all the annual and semi-annual statistics according to the labor law.
- Preparing, writing, and sending the "Manpower registration form"& "Certificate of skill level measurement and license to practice the craft" to the competent labor offices all over Egypt within the specified legal time.
- Respond to and implement all types of employee requests, including the following:
  - ✓ Prints out from social insurance offices.
  - ✓ HR letters.
  - ✓ Update, sign, and stamp the NID form.
  - ✓ Organizing withdrawals and returning any hiring documents on the specified date.

- Reviewing, Printing, signing, and recording disciplinary sanctions according to the Labor Law and the disciplinary sanctions list for each company.
- Finish all process of retiring at the social insurance authority.
- Finish all process of the work injuries at the social insurance authority.
- Dealing with the Social insurance office inspections all over Egypt.
- Dealing with the Cars social insurance offices all over Egypt.
- Finish all process of extracting the cars certificates from social insurance office including (open new car's file, close a car's file, transfer from one office to another and solve any type of the car's certificates problems.
- Dealing with the Manpower ministry and the Passports and Immigration authority to finish all the process of work permit and the residence visa for the foreigners and their families.
- Full control over the annual leave balance regarding starting balance, withdrawal, modification throughout the year, end balance, and balance settlement.
- All attendance and leave processes, vacations, absences, overtime, delays, and permissions.
- Dealing with all labor office and social insurance inspections, labor complaints, labor court cases, and alimony issues and ways to deduct and pay it.
- Changing the insurance system when working after retirement at 60 from full insurance coverage to work injury insurance.
- All end-of-service procedures in all cases listed in the Labor Law:
  - ✓ Resignation
  - ✓ Termination for the long absence (separated and continuous) and sending the warning letters within the specified legal time.
  - ✓ End of the contract period
  - ✓ Terminate the contract during the probationary period.
  - ✓ Termination by the Labor Court
  - ✓ Total disability or partial disability with a disability percentage of more than 50%
  - ✓ Reaching retirement age
  - ✓ Death

**Senior Personnel & payroll Specialist at SE Wiring Systems-Egypt** (from Jan 2019 till Apr 2022)- Industrial Area, Port Said, Egypt

**Responsibilities:**

- Coordinating all social insurance procedures (form1, form2, form6, form7).
- Coordinating with related authorities Insurance office, and the labor office.
- Coordinating Medical insurance procedures.
- Coordinating all hiring processes.
- All procedures for end of service (resignation, termination for long absence, death, end of service, end of contract)
- Dealing with grievances and implementing disciplinary procedures.
- Interpreting and advising on employment law.
- Updates payroll records by entering changes in exemptions, insurance coverage, savings deductions, and job title and department transfers.
- Prepares reports by compiling taxes, deductions, leave, disability, and nontaxable wages.
- Determines payroll liabilities by calculating employee and employer's social insurance, unemployment, and employee compensation payments.
- Resolves payroll discrepancies by collecting and analyzing information.
- Provides payroll information by answering questions and requests.
- Maintains payroll operations by following policies and procedures; reporting needed changes.
- Maintains employee confidence and protects payroll operations by keeping information confidential.

**Recruitment & Personnel Specialist at SE Wiring Systems-Egypt** (from Feb 2015 till Jan 2019)- Industrial Area, Port Said, Egypt

**Responsibilities:**

- Reviewing the company's Labor plan to find out the vacant positions.
- Preparing the job description and requirements for each vacant position to start the recruitment procedures.
- Announcing vacancies in the company at different available advertising media
- Start all necessary activities to attract applicants to vacant positions.
- Reviewing, monitoring, and filtering all available applicants to create a ball to start the interview process.
- Scheduling and conducting interviews.
- Screening and filtering all applicants after 1<sup>st</sup> interview and creating a shortlist to schedule and start 2<sup>nd</sup> interview if there is one or start the process of the hiring.
- Preparing the offer letter and sending it to the accepted applicant to sign it and send it back.
- All hiring procedures start by collecting all the hiring documents and preparing the contracts to sign.
- All social insurance forms procedures (form1, form2, form6, form7).
- All procedures for the end of service (resignation, termination for long absence, death, end of service, end of contract)

**HR Specialist at Sheeba international garments company** (from Sep 2007 till Jan 2015) – Public free zone, Port Said, Egypt

**Responsibilities:**

- Participate in various HR Projects.
- Interviewing applicants
- Administering pre-employment tests
- Responsible for hiring procedures and personnel records.
- Procedures and absence management.
- Communicate with the staff to solve any subjects related to related attendance issues.
- Writing job descriptions
- Administering payroll and maintaining employee records.
- Administrating the employee attendance systems and ensuring people's commitment.
- Performing job evaluations and job analyses

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▪ **Training & Courses**

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| • Personnel & Labor Law "workshop"             | Certificate from (skill bank)            |
| • New Social Insurance Law 148/2019            | Certificate from (Horus Training center) |
| • Excel Master Advanced                        | Certificate from (skill bank)            |
| • Business Etiquette program                   | Certificate from (MBA)                   |
| • Leager style program                         | Certificate from (MBA)                   |
| • Time management & Team building              | Certificate from (New Horizons)          |
| • Effective Recruitment and selection          | Certificate form (HPA)                   |
| • Senior Professional Recruiter "workshop"     | Certificate from (skill bank)            |
| • Coaching skills                              | Certificate from (Top business)          |
| • Social insurance Law 148/2019 "for Managers" | Certificate from (Top business)          |

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▪ **Skills**

## Language Skills:

- Arabic (Mother Tongue)
- English (Excellent)

## Computer Skills:

Microsoft Office (Word - Excel – Outlook- PowerPoint).

## Personal and other Skills:

- Ability to prioritize and manage conflicting demands.
- Exceptional communication skills.
- Flexibility to deal with changes.
- Self-Motivated and results-oriented.
- Hard Worker.
- Work under pressure.
- Employee Engagement skills.
- Human Resources Strategy skills.
- Knowledge of Labor relations.
- Performance Management skills.
- Regulatory Compliance.
- Research skills.
- Interpersonal Skills.
- Leadership Skills.
- Organization development skills.

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## ▪ Personal Information

**Nationality** : Egyptian

**Address** : Gardinia city, building 534, floor 51, Cairo Suez road, Cairo, Egypt  
: 31 Elesraa area, PortSaid, Egypt

**Date of Birth** : 26/12/1985

**Gender** : Male

**Marital Status:** Married

*Any documents and certificates you may need will be ready upon your request.*