

Elham Mohamed Allam

Contact Info



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Profile

I have 8+ years' experience in Human Resources and Administration in a well-known reputable companies, I'm confident in my abilities to Manage employee relations, Conduct onboarding processes for new hires, and Instill data-driven solutions to HR strategies; As I had Developed and Documented procedures that streamlined different HR processes and ensuring timely investigations for Employee Issues, where I've a good qualifications that enable me to work effectively. I'm looking forward to working in a well-established organization that provides a good position with challenging and promising career in Human Resources field where my technical and interpersonal skills can be applied and utilized.



Education

Faculty of commerce Ain Shams University. (2016)

Major: Accounting.



Experience

HR Consultant / Freelance Human Resources Specialist

(March 2025 – Now)

Self-employed | Various Clients

Key RESPONSIBILITIES AND ACHIVMENTS:

- Led end-to-end recruitment for clients in real estate and construction companies, enhancing talent quality and time-to-hire.
- Developed structured hiring plans and customized selection tools based on each client's needs.
- Supported the client in restructuring the organizational hierarchy, followed by revising job descriptions to match updated roles and improve overall role clarity.
- Created clear and effective job descriptions, interview formats, and onboarding processes.
- Supported a real estate development firm in improving internal HR systems and workflows.
- Designed performance review tools and job evaluation frameworks to ensure clarity and fairness.
- Prepared HR policies, forms, and documentation specifically designed for each client.
- Maintained a long-term freelance partnership with a key client, ensuring continuity and strategic HR support.

HR Supervisor

(May 2024 – Jan 2025)

(Ultimate Real Estate Company)

DUTIES AND RESPONSIBILITIES:

- Oversaw full-cycle recruitment efforts across various roles, overseeing sourcing, screening, and interview coordination.
- Managed employee records, attendance, contracts, and ensured compliance with labor regulations.
- Supported the payroll process by validating attendance, leave balances, and variable components.
- Coordinated end-of-probation evaluations and ensured timely documentation of outcomes.
- Handled employee requests and grievances with professionalism, ensuring quick resolution and documentation.
- Took initiative to improve internal HR procedures, suggesting changes in workflows to increase efficiency.
- Developed onboarding materials and facilitated orientation sessions to enhance employee engagement.
- Designed basic training content for staff based on identified performance gaps and business needs.
- Tracked training participation and gathered feedback to improve future learning initiatives.
- Assisted in updating the employee handbook and internal HR policies to reflect operational changes.
- Acted as the primary HR point of contact, supporting both employees and management on day-to-day HR matters.
- Collaborated with leadership to forecast staffing needs and align hiring plans with business growth.

Franchise Talent Acquisition Partner (Feb 2023 – April 2024 full-time; continuing as a freelancer thereafter)

(Coldwell Banker Company)

Responsibilities:

- ❖ **Office Management and Development:** Managed and developed talent acquisition strategies across 15 of Coldwell Banker Franchise offices, including training talent acquisition Specialists across all offices and overseeing recruitment processes that helped attract top talent and meet continued growth needs.
- ❖ **Stakeholder Collaboration:** Worked closely with office managers and key stakeholders to identify each office's specific hiring needs and ensure alignment with the company's values and goals.
- ❖ **Performance Analysis:** Evaluated the effectiveness of recruitment strategies through data analysis and KPIs, and provided periodic reports to senior management on the results and effectiveness of initiatives.
- ❖ **Process Improvement:** Assisted in improving recruitment processes and procedures by implementing best practices and implementing new tools to streamline recruitment and reduce time to fill vacancies.

Senior HR Executive

(March 2022 – Jan 2023)

(Capital Link Developments Company)

DUTIES AND RESPONSIBILITIES:

- Formulated KPIs aligned with objectives to accurately measure employee performance.
- Developed job descriptions through job analysis to define key responsibilities.
- Implemented and monitored performance improvement plans for underperforming employees.
- Assisted in developing and executing the manpower plan in line with the approved budget.
- Prepared internal/external job advertisements per job descriptions and manpower plan.
- Sourced candidates via online platforms and professional networks.
- Led employer branding initiatives to enhance company image.
- Conducted competency-based interviews and assessments as per recruitment policies.
- Coordinated onboarding logistics (laptops, office setup, email, etc.).
- Delivered effective induction programs to integrate new hires with company culture and policies.
- Monitored probation period performance in coordination with line managers.
- Updated organizational charts based on staffing changes, restructuring, or workflow adjustments.
- Identified training needs (TNA) via interviews, appraisals, and managerial consultation.
- Assessed training impact on performance, efficiency, retention, and satisfaction.
- Contributed to the development of HR policies and internal control procedures.
- Documented processes and presented progress reports to senior management.

Senior HR Generalist (August 2021 – Feb 2022)

(Jawda Engineering Consultants - JEC)

DUTIES AND RESPONSIBILITIES:

- Managing the full Recruitment cycle, from manpower planning, headcount approval to on-boarding & orientation and developing recruitment strategies.
- Delivering effective induction programs to familiarize employees with the company's culture, benefits, and policies.
- Implement and Developing company policies and procedures to have an internal control system.
- Developing and updating job descriptions through job analysis to help articulate the most important job duties needed from an employee.
- Implement, analyzing, reporting, and setting action plans of employee satisfaction survey results
- Identify training and development needs through consultation with department managers, one on one meetings with staff, and departmental objectives.
- Directing needs Assessment for Development and Training of employees to enhance the effectiveness of employee Performance in Achieving the company's Objectives.
- Establishing and developing a job evaluation system, advising on evaluation indicators, job's grades and descriptions.
- Preparing and Reviewing monthly KPIS assessments and converting them into quarterly Bonuses.
- Develop and Design the new organizational structure policy according to Org Charts, Job Descriptions, KPIs & objectives.
- Meeting and Consulting with management on matters of organization, leadership, and performance analysis to determine the needs and Procedures required to improve employee performance and overall company performance.

HR Generalist (Feb 2020 – July 2021)

(Safeco Group –Contracting & Trading Company)

DUTIES AND RESPONSIBILITIES:

- Performing the full recruitment process of all jobs and levels according to the manpower plan which includes sourcing, posting, screening CVS, interviewing candidates, selecting and preparing offers then following up.
- Providing weekly and monthly recruitment metrics directly to the Directors.
- Conducting Recruitment trainings for existing and new employees.
- Preparing employee's contracts and follow-up renewal.
- Handling all the issues of insurance from S1 and S2 and S6.
- Maintain HR information system records and compiles personnel situation reports from the database whenever needed.
- Prepare & Work on Personnel Forms such as Vacations and Permission Request, Loan Request, Warning... Etc.
- Creating the payroll sheet monthly according to the variables for all employees includes salaries, performance score, Rewards, punishments, payroll taxes, social insurance and fringe allowance.
- Provide Financial Department with Monthly Payroll Reports.
- Design and Implement Staff Appraisal & Rewarding Systems.
- Assist in maintaining company organization chart and the employee directory.

HR Generalist (Nov 2017 – Dec 2019)

(ATA - Engineering Office)

DUTIES AND RESPONSIBILITIES:

- Responsible for Recruitment process.
- Responsible for company payroll, attendance, employees file & all personnel issues.
- Supervise the Social insurance for all the company.
- Responsible for company medical insurance.
- Design all HR policies, procedures & forms.
- Design Manpower plan for the company.
- Design Salary structure & the grading system
- Design Company organization chart, company database & structure.
- Develop all HR & Admin policies, procedures & forms.

Chubb – Insurance Company

HR Assistant (Feb 2017 – Nov 2017)

RESPONSIBILITIES:

- Partnering with hiring manager staffing needs.
- Performing in-person and phone interviews with candidates.
- Coordinating interviews with hiring managers.

Financial Consultant (Sep 2016 – Feb 2017)

RESPONSIBILITIES:

- Design and implement effective marketing strategies to sell new insurance contracts ones.
 - Contact potential clients and create rapport by networking, cold calling, using referrals, etc.
 - Collect information from clients on their risk profiles in order to offer the, the proper solution.
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Courses:

- English Conversation. (Berlitz)
- Accounting & Excel. (Creative group)
- HR Workshops.
- SPHRI. (HPA)
- MBA in Progress.

Soft Skills & Competencies:

- Effective Communication and Active Listening.
- Emotional Intelligence.
- Problem solving competency; I can see any given situation from multiple perspectives to solve the problem by a smart method.
- Conflict Resolution.
- Critical Thinking and Ability to gather & analyze information.
- HR Policy Knowledge.
- Employee Relations Management.
- Performance Management.
- Strategic Thinking, Aligning HR practices with business goals.
- Team leader & good in dealing with teamwork.
- Adaptability Skills
- Time management.

Technology:

- Excellent **Microsoft office** user (Excel, PowerPoint, Word, Etc...)
- Excellent user of **organizational structure design** software.
- Experience in using an **ERP** system.

Languages:

- **Arabic:** Mother Tongue.
 - **English:** Excellent.
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Personal Info:

Gender: female.

Religion: Muslim.

Date of birth: 20 March 1994.

Nationality: Egyptian.

⊖ **Reference:** Upon your request.