

HR Manager

Mohamed Hassan El-kassaby

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Summary:

As an experienced HR Manager, with more than 23 years' experience at various HR , Sales and Accounting ended as a Special matter expert . Fluently speaker of Arabic, English and French, negotiation skills, high communication skills.

Education :

- Bachelor of Commerce – major accounting (Ain Shams University) - Year of Graduation : 2002.
- **English course at AUC Egypt Helio branch**
- **Hold an HR Certificate From AUC Egypt April 2010.**

Areas of Expertise

HR policy, Strategy, Alignment, Payroll , Personnel , Planning, Staffing, Recruitment, Selection, Talent management, Succession planning, reporting, performance management, organizational development, change management, learning & development, employee relations, Retention, Compensation, Benefits, Health & Safety .

Professional Experience and Significant Achievements :

Freelance HR Consultations & HR Services
From 2023 till 2025

Parcel for Shipping

HR Manager

From September 2024 Till now

- Talent Management & Acquisition: Oversee the full employee lifecycle, including strategic workforce planning, recruiting top-tier talent, and managing the onboarding and offboarding processes.
- Employee Relations: Serve as a mediator for grievances and disputes while fostering a positive, inclusive, and high-performing workplace culture.
- Performance & Development: Design and manage performance appraisal systems (KPIs) and identify training needs to upskill the workforce.



- Compliance & Policy: Ensure the organization adheres to all national and local labor laws, including data protection, workplace safety (OSHA), and equality acts.
- Compensation & Benefits: Administer pay structures, health insurance, and retirement plans while conducting market analysis to remain competitive.
- HR Metrics & Reporting: Use data analytics to report on turnover, engagement, and productivity, providing decision support to senior management.
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**3M For Business Acceleration
HR & Admin Manager
From August 2023 till August 2024**

- Organize team-building activities to boost morale.
- Conduct employee satisfaction surveys and suggest improvements.
- Oversee payroll processing and ensure timely salary disbursement.
- Develop and implement HR policies and procedures.
- Maintain employee records and HR databases.
- Handle recruitment, onboarding, and exit processes.
- Address employee concerns and resolve workplace issues.
- Manage employee benefits like health insurance, leave policies, and retirement plans.
- Ensure compliance with labor laws regarding compensation.
- Ensure company policies align with labor laws and regulations.
- Keep up with changes in employment laws and implement necessary adjustments.
- Handle workplace disputes and disciplinary actions.
- Manage office supplies, infrastructure, and vendor contracts.
- Oversee administrative staff and ensure a smooth workflow.
- Coordinate travel and event planning for employees.



UEFFI Upper Egypt for Food Industries Brand (Shahrazad)
From 31/01/2023 till 15/04/2023

Building HR unit staff .Total Manpower around 600 Employees in HQ , Factory , Warehouse .

Freelance Consultant from Sep 2022 till now : Recruiting , Selecting , Training , OD .

UGEI United Group For Engineering & Investment
From June 2022 Till Sep 2022



Human Resource Manager

African Company For Security & Services



From March 2021 September 2021

Working at African For Security & Services from 1/3/2021 Till 01/09/2021 As HR Manager:

African is Providing Security & Services Solutions .

Managing HR Service unit staff (20) Employees .Total outsourced manpower around 3000 Employees in all Projects .

Job Description :

- Leading Recruiting & Staffing
- Organizational departmental planning
- Performance Management and improvement.
- Managing all HR Related reports.
- Employment and compliance with regulatory concerns regarding employees .
- Employee On boarding all new hired employees & training session.
- Manage The prepare of company Man power plan annually.
- All Employee Relations & concern .
- Performance appraisal review.
- Compensation & Benefits assuring that the medical & Health & Social insurance covers for all the employee .
- Annual Manpower Plan and Selecting new candidates According to Project needs.
- Provide Board with new ideas to save & Reduce cost and employees turn over .
- All HR Reports
- Handling all Human resources Activities For All ASSC client's according to our policies & rules .
- Directing with all other HR staff tasks such as Personnel files, working Contracts, Employees database, reviewing input of all payroll related data ,and other labor relation issues
- Managing the entry of employees databases of employment and human resources information system

Human Resource Manager

Global Projects Services

2012-2021

Working at Gps For Outsourcing & Manpower Supplies & Engineering & General supplies As HR Manager :

GPS is Providing Manpower Solutions (Outsourcing & Recruiting) & HR Dep and Supplying White Collars & All kind of Blue Collar & technicians .

Managing HR Service unit staff (30) Employees .Total outsourced manpower around 2500 Employees in all Projects .

Job Description :

- Recruiting & Staffing
- Organizational departmental planning - Performance Management and improvement .
- Managing all HR Related reports .
- Employment and compliance with regulatory concerns regarding employees .
- Employee On boarding all new hired employees & training session .



- Manage The prepare of company Man power plan annually .
- All Employee Relations & concern .
- Performance appraisal review .
- Compensation & Benefits assuring that the medical & Health & Social insurance covers for all the employee .
- Annual Manpower Plan and Selecting new candidates According to Project needs.
- I am the authorized person in all governmental transactions with the offices of Labor and Social Security (Social Security) and health insurance & Medical Insurance .
- All HR Reports
- Handling all Human resources Activities For All Gps client according to our policies & rules .
- Directing with all other HR staff tasks such as Personnel files , working Contracts, Employees database ,reviewing input of all payroll related data ,and other labor relation issues
- Managing the entry of employees databases of employment and human resources information system



HR Supervisor

Global Projects Services 2011-2012

- Supervision and Follow up day to day operation of human resources department in the governates .
- Manage The prepare of company Man power plan annually .
- Revising Payroll sheets before making the bank sheet to be ready to make the bank transfer after the revision of the financial Department .
- Staffing & Recruiting.
- Assuring that the medical & Health & Social insurance cover all the employees to give the approve in order to pay the annual fees for them.
- Managing the performance Appraisal Annually.
- Managing & Directing To assure the readiness of Recruitment database and check the CVS Classification by job , titles , years of experience , industry sector .
- Analyzing The job description for each tittle to be clear for my colleagues in recruit department to be more easy for them to select and to match a CV with the job requirement .
- Reviewing staff attendance and leaves balances according to company policy & Labor Law .
- Reviewing Overtime Calculations.
- I am the authorized person in all governmental transactions with the offices of Labor and Social Security (Social Security) and health insurance & Medical Insurance.
- Handling the entry of Our Employees to social security (Insurance) .
- Directing with all other HR staff tasks such as Personnel files, working Contracts, Employees database reviewing and other labor relation issues
- Managing the entry of employees databases of employment and human resources information system

Senior HR Specialist

Global Projects Services

2010-2011

Job Description :

- Answering employee questions .
- Processing incoming mail .



- Creating and distributing documents.
- Providing customer service to organization employees.
- Serving as a point of contact with benefit vendors/administrators.
- Maintaining computer system by updating and entering data .
- Setting appointments and arranging meetings.
- Maintaining calendars of HR management team .
- Compiling reports and spreadsheets and preparing spreadsheets .
- Participating in recruitment by posting ,screening & filtering & Conducting First interview .
- Posting job ads and organizing resumes and job applications.
- Scheduling job interviews and assisting in interview process.
- Collecting employment and tax information.
- Overseeing the completion of compensation and benefit documentation

Junior HR Specialist

Adha For Engineering & Supplies

2008-2010

Job Description :

- Filling Payroll sheets & calculation before sending the invoice to the client .
- Checking the process of the new hired files & the issue of form no:1
- Reviewing the entitle for new employees in medical & health & Accident insurance .
- Revising social insurance print out with the actual manpower with each project & Revising the appearance of new employees in social insurance print out
- Reviewing The list for actual Manpower for each project to be ready for health & accident & death .
- Reviewing CV Data managing Soft & Hard & checking the filing process of new cv s file.

Junior Personnel Specialist

Adha For Engineering and supplies

2006-2008

Job Description :

- Making the new hired employee file (National ID Copy ; Birth Certificate ; Military Status ; Qualification ; Criminal Case Record)
- Filling the medical Examination Form For each new hired employee .
- Making Form no:1 For all new hired Employees .
- Revising social insurance print out with the actual manpower with each project & making form no: 6 For Terminated employees .
- Making a list for actual Manpower for each project to be ready for health & accident & death insurance to The insurance specialist to work on.

Cost Accountant

CHACLATE FOR SWEETS AND PASTERIES IN KUWAIT

2005- 2006

Working at CHACLATE FOR SWEETS AND PASTERIES IN KUWAIT as a Cost Accountant from 1/11/2005 to 1/6/2006 (full time)

Job Description :

- Comparing and checking Pricing with primary materiel and the final price.
- Prepare profit and loss statements and monthly closing and cost accounting reports.

Financial Accountant
THREE FLOWERS FOR GENERAL TRADINGS IN
KUWAIT 2005- 2006

- Working at THREE FLOWERS FOR GENERAL TRADINGS IN KUWAIT as a financial accountant from 1/11/2005 to 1/6/2006 (part time) .

Job Description :

- Making payroll and time sheets & commissions .
- Banking .
- Petty cash .

Sales Accountant
TRADE LINE FOR DISTRIBUTION (CORONA)
2005- 2005

- Working at TRADE LINE FOR DISTRIBUTION (CORONA) as a Sales Accountant from 2/4/2005 to 25/10/2005 .

Job Description :

- Reviewing Sales man and Customers accountability.
- Checking product rotation to order and delivery .
- Entire all sales man invoices in the sytem by item and quantity .

Internal Auditor
EGYPTIAN DAIRY & FOODSTUFF CO (
VIVA) 2004- 2005

- Working at EGYPTIAN DAIRY & FOODSTUFF CO (VIVA)- as an Internal Auditor from 1/6/2004 to 7/3/2005 .

Job Description :

- Reviewing stores and making cut off exam .
- Checking store stock in system and comparing it with the actual balance.
- Reviewing Sales Targets for each Sales man with cash remitted and product returned.
- Giving my report to my manager about all points of weakness and strength in the company.

Field Sales Auditor
EGYPTIAN DAIRY & FOODSTUFF CO (VIVA)
2003- 2004

- Working at EGYPTIAN DAIRY & FOODSTUFF CO (VIVA) - as an Field Sales Auditor Between the period of 1/6/2003 to 1/6/2004.

Job Description :

- Reviewing all company trade channels and sector.
- Reviewing Sales person and Customers accountability.
- Reviewing product display and pricing and expire date .
- checking customers addresses and making them sign in our accountability

Personal Data:

- Date of birth 1/9/1978.
- Place of birth Cairo, Egypt.
- Nationality Egyptian.
- Marital status Married
- Military status Exempted

*Language

- Arabic: Mother tongue.
- English: very Good
- French: Excellent

Computer skills

- Excellent experience in computer maintenance field (Hard & Software) - Using successfully: Internet, Ms Office Package (Word & Excel)
- Oracle 8 sales , remittance and stores.
- As 400 financial systems .
- SAP .
- Bluworks ERP >
- Hits ERP .

References Furnished up on Request