

HANY REZK

HR MANAGER

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SUMMARY

Seasoned HR Manager with 10+ years of expertise in talent acquisition, employee engagement, and performance management. Proficient in designing HR strategies, optimizing payroll systems, and ensuring legal compliance. Skilled in implementing training programs, career development plans, and employee satisfaction initiatives to reduce turnover and enhance workplace culture. Experienced in HRIS systems (Oracle) and advanced Excel, driving operational efficiency and aligning HR practices with business goals.

PROFESSIONAL EXPERIENCE

HR Manager

Feb 2016 – Present

Soudanco & Ryiada Company (FMCG) - Cairo, Egypt

- Designed and implemented training programs, career development plans, and engagement surveys to enhance workforce productivity.
- Led recruitment strategies to secure top talent for key roles.
- Managed payroll systems and ensured compliance with local labor laws and regulations.
- Developed and deployed HR policies, procedures, and performance appraisal systems to support organizational goals.
- Oversaw annual salary surveys and budget planning, optimizing HR costs.

HR Senior

Sep 2011 – Dec 2015

Electrolux Egypt (Gas Cookers Factory) - Cairo, Egypt

- Directed the implementation of performance management systems, aligning employee goals with organizational objectives.
- Coordinated recruitment processes, developed job descriptions, and updated manpower plans.
- Implemented employee engagement initiatives, improving workplace culture.
- Supervised training programs, including safety and technical skills training, ensuring compliance with industry standards.
- Contributed to restructuring efforts and cost control by streamlining HR operations.

Personnel & Payroll Senior Generalist

Jun 2009 – Sep 2011

Olympic Group (Gas Cookers Factory) - Cairo, Egypt

- Supervised personnel processes, ensuring compliance with government regulations and labor laws.
- Managed payroll transactions and resolved discrepancies, improving payroll accuracy.
- Oversaw medical and social insurance administration for all employees.

Personnel & Payroll Specialist

Mar 2006 – Jun 2009

Olympic Group (Gas Cookers Factory) - Cairo, Egypt

- Processed payroll transactions through HRIS systems, maintaining data accuracy and confidentiality.
- Coordinated hiring procedures, ensuring proper documentation and compliance with company policies.

EDUCATION

Bachelor of Commerce

2005

- Zagazig University
- Grade: Good

TRAINING & CERTIFICATIONS

- HR Diploma
- Income Tax Training
- Advanced Excel Course
- Train the Trainer (TOT) - Electrolux
- Interviewing Skills Training
- Problem-Solving & Decision-Making Course
- Presentation Skills Workshop
- Communication Skills Training
- English Language Course

SKILLS

Technical Skills

- Proficient in HRIS Systems (Oracle) for payroll and recruitment.
- Advanced in Microsoft Office Suite (Excel, Word, PowerPoint, Access).
- Skilled in creating HR policies and performance appraisal systems.
- Experience in managing payroll systems and salary surveys.
- Knowledge of labor laws and compliance.

Soft Skills

- Communication: Clear and effective.
- Leadership: Strong team guidance.
- Problem-Solving: Quick and strategic.
- Time Management: Deadline-focused.
- Analytical Thinking: Data-driven decisions.
- Adaptability: Flexible and goal-oriented.

LANGUAGES

- **Arabic:** Native
- **English:** Very good