

Hassan Ahmed AboElkher

Human Resources Manager | Strategic HR & Operations, SPHRI Certified | HR Diploma – AUC

Cairo, Egypt

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Objective:

SPHRI-certified HR professional with 10+ years of experience across healthcare, telecom, Retail, and industrial sectors. HR Operation & HR Strategic manager skilled in talent acquisition, payroll, organizational development, and HRIS systems, with proven ability to align HR strategies with business objectives to drive efficiency and engagement.

Work Experience

HR MANAGER | ELSALLA AL OULLA ALEQTSADIA | NOV. 2024 TILL 28 FEB 2026 "DAMMAM, SAUDI ARABIA"

Strategic HR Leadership

- Align HR strategies with the company's vision and business objectives.
- Ensure compliance with labor laws and regulations.
- Develop/update HR policies and disciplinary frameworks.

Talent Acquisition & Management

- Manage end-to-end recruitment (sourcing, interviewing, onboarding) for managerial roles.
- Oversee performance management: appraisals, goal-setting, and development plans.

Employee Relations & Services

- Resolve conflicts, conduct investigations, and handle disciplinary actions.
- Manage the company's digital compliance systems, including labor platforms like Qewa, Muqem, GOESI, and Muddad."
- Manage employee lifecycle (promotions, retirements, salary adjustments).

Operations & Compliance

- Maintain employee records (confidentiality + data protection compliance).
- Handle vendor contracts and HR databases.
- Implement a new HR system for efficiency.

HR BUSINESS PARTNER | YARDEX FOR ARTIFICIAL GRASS| JULY 2023 TILL AUGUST 2024 "ELSOKHNA SUEZ, EGYPT"

Employee Relations & Performance Management

- Act as the main contact for performance issues, hiring requests, transfers, and career development.
- Resolve complex employee relations matters (e.g., conflicts, investigations) in partnership with managers.
- Advise leadership on team performance, workforce planning, and policy implementation.

Policy & Compliance Oversight

- Enforce HR policies and procedures fairly and consistently.
- Ensure compliance with labor laws, government regulations (e.g., Labor Office, social insurance), and internal awards.
- Oversee investigations for managerial roles and operational units.

Operational HR Support

- Manage daily HR operations and resolve employee inquiries promptly.
- Supervise governmental processes (visas, medical insurance, labor filings).
- Partner with managers to address workforce challenges and improve team capability.

Strategic Partnerships

- Build trusted relationships with employees at all levels.
- Collaborate with leadership to enhance performance, engagement, and policy adherence.

SENIOR HR GENERALIST | ALWATANYA FOR METAL INDUSTRIES | AUGUST 2022 TILL JUNE 2023 "SUZE, EGYPT"

Legal & Governmental Compliance

- Serve as the primary liaison for labor office, social insurance, and tax authorities, ensuring full adherence to Egyptian labor laws.
- Manage contract renewals, terminations, and probation periods in compliance with regulations.
- Monitor salary tax, labor law updates, and their business impact.

Talent Acquisition & Workforce Planning

- Lead end-to-end recruitment (sourcing, interviewing, hiring) for all vacancies.
- Develop talent acquisition strategies with top management.

- Maintain accurate job descriptions and organizational charts.
- Employee Relations & Policy Management
- Design and enforce HR policies in line with company standards and labor laws.
 - Handle investigations, disciplinary actions, and conflict resolution.
 - Advise department heads on employee relations, performance issues, and corrective actions.

HR Operations & Administration

- Oversee daily HR tasks, including payroll processing, leave management, and HRIS updates.
- Ensure real-time data accuracy in HR systems (promotions, training records, etc.).
- Prepare monthly payroll reports and validate payroll transactions.

Performance & Workplace Management

- Implement and monitor a performance appraisal system to drive productivity.
- Supervise facilities management for optimal workplace conditions.
- Support company social activities and employee engagement initiatives.

Strategic HR Leadership

- Partner with top management in strategic workforce planning.
- Generate HR analytics and reports for decision-making.
- Ensure smooth HR operations and compliance audits.

HR GENERALIST | IBN SINA PHARMA | APRIL 2021 TILL JULY 2022: "SUZE, EGYPT"

Recruitment & Workforce Planning

- Manage end-to-end hiring (job postings, sourcing, interviewing, offers).
- Maintain a CV database and ensure workforce planning aligns with company needs.
- Update job descriptions to match business objectives.

Onboarding & Offboarding

- Prepare contracts, hiring memos, and employee files.
- Conduct orientation programs for new hires.
- Handle exit interviews, resignations, and termination processes.

HR Administration & Compliance

- Ensure complete hiring documents (contracts, social insurance, medical forms).
- Manage HRIS & attendance system entries for new hires.
- Handle labor office inspections, social insurance, and legal compliance.

Payroll & Employee Records

- Process payroll adjustments (deductions, overtime, incentives).
- Maintain accurate employee records and filing systems.
- Issue official HR letters and reports.

Employee Relations & Support

- Conduct probation appraisals & investigations.
- Provide policy guidance & conflict resolution.
- Manage medical insurance enrollments & claims.
- Operations & Process Improvement
- Oversee branch administration & office logistics.
- Optimize HR processes & service agreements.
- Prepare analytical reports for management.

HR GENERALIST | BAHEYA HOSBITAL | SEPTEMBER 2019 TILL MARCH2021 "GIZA, EGYPT"

Contract & Documentation Management:

- Prepare full/part-time contracts and ensure proper signing
- Maintain complete personnel records and HR database
- Process all social insurance forms (1, 2, 6)

Employee Services & Administration:

- Handle HR letters and government document requests
- Manage attendance tracking (leaves, tardiness, absenteeism)
- Process employee status changes (transfers, promotions, terminations)
- Administer phone/data line services

Payroll & Benefits Administration:

- Collect and process payroll data (timesheets, incentives, overtime)
- Handle salary inquiries and deductions
- Manage medical insurance enrollments and claims
- Coordinate with finance department on payroll matters

Recruitment & Onboarding:

- Post job ads and source candidates
- Screen applicants and schedule interviews
- Prepare offer letters and employment agreements

- Conduct new hire orientations and system training

Training & Development:

- Schedule and coordinate training programs
- Collect and process training evaluations
- Follow up on appraisal forms with department heads

Termination & Offboarding:

- Process resignations and terminations
- Conduct exits procedures
- Handle final documentation

CONSUMER COLLECTION REP | VODAFONE EGYPT FROM MAY '16 – AUGUST 2019: “GIZA, EGYPT”

The Customer Experience & Operations Supervisor manages call center operations by ensuring excellent customer service through bill processing and issue resolution, overseeing staff schedules and attendance, conducting new hire training on systems and protocols, and monitoring performance metrics to maintain service quality and productivity standards.

HR COORDINATOR | HOME OF HOPE HOSPITALS MAR '14 – APRIL '16: “CAIRO, EGYPT”

The HR & Admin Coordinator manages recruitment processes, oversees employee attendance and documentation, handles administrative tasks like scheduling and inquiries, and supports HR operations including onboarding/offboarding paperwork and record-keeping.

RECRUTER | ETISAL EGYPT DEC '12 – FEB '14: “CAIRO, EGYPT”

The Recruitment Specialist creates job ads, screens CVs, sources candidates, conducts phone interviews, administers assessments, schedules in-person interviews, and evaluates applicants' qualifications, skills, and experience to identify top talent.

Education

POST GRADUATED DIPLOMA | DEC. 2016 | AUC

Major: Human Resources Management

BACHELOR DEGREE | MAY '11 | FACULTY OF ARTS

- Major: English Department
English Literature

Certificates and Courses

HUMAN RESOURCES

- **SPHRI Certificate HRCI institution, Sep. 2025**
- **SPHRI Preparation Course, Oct. 2022 AT EGYCham Egypt.**
- **HR diploma, Nov '15: attended in the America University in Cairo.**
Recruitment & Placement- Training and Development – Employee Relations – Labor law – Compensation & Benefits
- **Strategic Management Course Dec'15 in the America University in Cairo.**

RECRUITMENT WORKSHOP

- Attended the workshop on Feb '16 in the Human Capital Community

COMPUTER SKILLS

- Professional computer skills including Microsoft Office Suite.

ENGLISH COURSE

- TEFL- Teaching English as a Foreign Language- Us certified training. Attended in Concept (American Institute of Professional Studies.
- Developing Learners Pre-Intermediate Certificate A2 on the Common European Framework of Reference (CEFR) attended in the America University in Cairo