

# Ahmed Atta Nasr

HR Manager | Personnel, Payroll Manager | Recruitment Manager

Contact | 01129497575 | 01010684464 | Ahmedan76@yahoo.com | <https://www.linkedin.com/in/ahmed-atta-51a41336/>

## Professional Summary

I have in-depth experience in most aspects of Human Resources and Administration Operations, including Personnel, Recruitment, Compensation, Benefits, Performance Management, Payroll, and others. I will be able to empower the organization with my knowledge, skills, experience, and abilities and will be able to achieve experience, learn more, bring the best value out of the organization resources and increase the overall satisfaction of the HR Department.

## Key Achievements

- ✓- Over 20+ years of progressive experience managing end-to-end HR functions including Recruitment, Payroll, Personnel, and Compensation & Benefits.
- ✓- Leading HR operations at Galala University, ensuring full compliance with Egyptian Labor Law, HR policies, and organizational procedures.
- ✓- Successfully optimized payroll processes and resolved discrepancies, ensuring accurate and timely salary processing and reporting.
- ✓- Implemented effective recruitment and selection strategies, building strong talent pipelines and supporting organizational growth.
- ✓- Managed full employee lifecycle (contracts, probation, renewals, terminations) while maintaining strong relations with Social Insurance and Labor Office.
- ✓- Designed and monitored annual appraisal inputs, increments, and incentive calculations to support performance-driven culture.
- ✓- Recognized as Best Employee of the Year (2009) for outstanding HR performance and operational excellence.

## CORE COMPETENCIES

**\*HR Operations & Administration \* Payroll Management & Processing \* Personnel Management & Employee Lifecycle**

**\*Recruitment & Talent Acquisition \* Compensation & Benefits Administration \* Egyptian Labor Law Compliance**

**\*Performance Management & Appraisals \* HR Policies & Procedures Implementation \* HR Reporting & Data Analysis**

**Employee Relations & Conflict Resolution \* Social Insurance & Labor Office Handling**

**\*Process Improvement & Problem Solving \* Stakeholder Management & Communication**

## PROFESSIONAL EXPERIENCE

### HR Manager – Galala University (Mar 2023 – Present)

- Lead strategic HR operations covering workforce planning, recruitment, payroll, and employee relations.
- Ensure full compliance with Egyptian Labor Law, internal policies, and governance frameworks.
- Drive performance management, compensation planning, and annual appraisal cycles.
- Partner with leadership to enhance organizational effectiveness and HR service delivery.



### HR & Administration Manager – Blackstone It (Feb 2021 – Mar 2023)

- Directed HR and administrative functions to support business continuity and operational efficiency.
- Developed and implemented HR policies, procedures, and organizational regulations.
- Oversaw talent acquisition, onboarding, and employee engagement initiatives.
- Managed employee relations, disciplinary processes, and legal compliance.



### HR Manager – Gymnasium (June 2020 – June 2021)

- Managed full HR lifecycle including recruitment, payroll, and personnel administration.
- Established structured HR systems, documentation, and internal controls.
- Monitored KPIs such as attendance, turnover, and performance metrics.
- Strengthened compliance and HR operational processes aligned with business needs.



### Payroll & Personnel Manager – Triangle Heavey Equipment (July 2019 – Mar 2020)

- Led payroll strategy ensuring accuracy, compliance, and timely salary processing.
- Supervised personnel operations including contracts, renewals, and employee records.
- Coordinated with Social Insurance and Labor Office to ensure regulatory compliance.
- Produced payroll analytics and reports to support management decision-making.



### HR Manager – MIPCO ( June 2015 – May 2019)

- Managed end-to-end payroll and personnel functions for organizational workforce.
- Enhanced payroll accuracy and reduced discrepancies through process improvements.
- Oversaw employee lifecycle management and HR documentation systems.
- Supported compensation reviews, increments, and HR operational planning.



### Personnel & Compensation & Benefits Head - Canadian International College CIC (June 2009 – May 2015)

- Designed and managed compensation & benefits structures aligned with business strategy.
- Led personnel governance, policy implementation, and HR compliance frameworks.
- Administered incentive schemes and annual salary review processes.
- Strengthened HR systems to improve operational efficiency and employee satisfaction.



### HR Section Head – Emeco Travel (Oct 2000 – May 2009)

- Supervised core HR functions including recruitment, personnel, and employee services.
- Maintained HR data, reports, and workforce analytics for strategic planning.
- Supported payroll preparation and HR operational execution.
- Built strong HR foundations and employee relations across departments.



## **Education**

- **Bachelor's Degree, Faculty of commerce 1998 - Ain Shams University.**
- **HR Diploma from HPA (Highly Professional Advisor) 2016**

## **Skills**

**Leadership & Team Management**

**Communication & Negotiation**

**Critical Thinking & Problem Solving**

**Teamwork & Relationship Building**

**HR Systems & Documentation**

**Microsoft Office (Excel, Word, PowerPoint)**

**ERP System (MOHR -Axiom – ODOO)**

## **FINALLY**

*I believe my strength, abilities and skills make a perfect fit for this job.*

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