

Amr Mahmoud Khalil

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Career Objective:

Seeking a challenging position in the field of Human Resources in a well-structured company where I can release my potential, utilize my working experience and achieve my goals.

Career Experience

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|---|--|-------------------------------------|
| - HR Operations Manager | EI Sewedy Industrials (EMAS Co.) | from April 2014 up till now. |
| - HR Operations Head | EL Sewedy Industrials (Lamps Co.) | from Nov 2009 to April 2014. |
| - Personnel & Payroll Specialist | Amigo Tourism Co. | from Mar 2009 to Nov 2009 |
| - Personnel & Payroll Specialist | Shahy Textile Egypt | from June 2004 to Feb 2009. |

Scope of Work

- Oversee and manage daily HR operations to ensure seamless workflow and compliance with company policies.
- Develop, implement, and refine HR processes and procedures to enhance operational efficiency.
- Coordinate with department heads to address HR-related needs and support organizational objectives.
- Manage the Payroll service delivery operation via overseeing and managing the end-to-end payroll process to ensure the work is done effectively and efficiently.
- Supervise HR administrative functions including payroll, benefits administration, and employee records management.
- Ensure adherence to labor laws and internal regulations in all HR practices.
- Support the recruitment, onboarding, and offboarding processes to maintain a positive employee experience.
- Monitor HR metrics and prepare regular reports for senior management.
- Handle employee relations issues, providing guidance and conflict resolution as needed.
- Drive HR projects and initiatives aimed at improving employee engagement and workplace culture.

- Maintain up-to-date knowledge of HR best practices and recommend improvements.

- **Educational Background:**
Bachelor of Commerce – Accounting Major - Ain Shams University, Egypt 2004

- **Languages skills**
Arabic: Native English: V. Good

- **Applications**
MS Office: Word, Excel, Power point, etc.
HR System Menaltech – Odoo System

- **Personal Skills**
Leadership, Communications, Problem Solving and Time management skills.

- **Personal Data**
Date of Birth: Apr.24.1982 Nationality: Egyptian. Marital State: Married.

Ready to re-allocate if necessary.