



Mohamed Ibrahim El-Far

Contact Number: 01000704318 – 01117771029

Address: - New EL-Nozha - Cairo - Egypt

Email:- elfar.elfar@yahoo.com

Gender: Male Birth Date: 29/9/1980

Nationality: Egyptian Marital Status: Married

<https://www.linkedin.com/in/mohamed-el-far-22b224a9>



OBJECTIVE

- I have 22 years of experience in human resource management and working in multiple sectors (industrial and commercial) and the ability to build an integrated organizational and management structure for each department at all levels. And the establishment of a mechanism for salaries, bonuses and incentives with the application of periodic evaluation of employees, the application of the work system and the ability to develop and develop the organization.



EDUCATION

- Bachelor of Commerce 2003 - Ain shams university, Egypt.
- Diploma Human Resources Management 2009 Ain shams university.



WORK EXPERIENCE

- Employer: EL- BANNA Group**
Agriculture sector (7 work sites) (total area 40,000 acres) - 2000 employees
Agricultural products packing and export sector (3 work sites) -1200 employees
- Job Title: - Human Resources Manager.**
- Job Description: -**

- Design the administrative and organizational structure of the company and designing the work flow for each department in the company.
- Design, build and prepare the salary structure according to the labor market and also according to the experience, efficiency and privileges of the company.
- Design and drafting the job description for each specialization in the company's department, in cooperation with department managers, while following up on the implementation of work tasks.
- Preparing and designing the salary structure for all specializations and job levels (blue collars - white collars - Managerial level).
- Preparing and designing annual increases at the beginning of each year by preparing quarterly, semi-annual and annual evaluations.
- Preparing and designing the annual recruitment plan based on the needs of each department and also according to the approved financial budget for each department.
- Preparing and designing the annual benefits and compensation plan through the approved financial budget for the Human Resources Department (private medical insurance - entertainment trips - parties - promotions - in-kind benefits - financial benefits - ideal employee awards - ideal mother award).
- Conducting the recruitment process, starting with knowing the vacancies in each department, posting vacancies on multiple recruitment channels, searching for CVs, filtering CVs, interviewing candidates, and selecting the appropriate competencies for each department within the company's capabilities.
- Cooperating with the various departments in the company to find out the vacancies in each department and to develop a working mechanism with the departments to find out the annual needs.
- Manage the workflow of each department with supervision and follow-up to ensure that the work plans assigned to each department are achieved.
- Verify the implementation of the tasks assigned to each employee through the application of the evaluation system in terms of the tasks entrusted to the mission and its commitment and evaluation, as well as the commitment to attendance, leaving and absence and commitment to the application of the system from work inside the factory.
- Raising the efficiency of the company's employees through the development of a training



system and the development of some specializations to raise their efficiency at work, which leads to the advancement of the company and the ability to compete with large companies.

- Preparing, formulating and evaluating the performance of employees (KPIs) of various specializations and different job grades, whether for workers, administrators or managers. The evaluation is done semi-annual and annual to measure the degree of staff performance.
- Determining the criteria for nominating trainees to join the training courses, evaluating the training process, and using scientific methods to measure the impact of training.
- Managing the workers' file in terms of social, private and government health insurance.
- Submitting a weekly report to each of the management directors and senior management to show the extent of what has been approved and what has been postponed with a reason.
- Investigate in the event of a violation by one of the company's employees by receiving complaints from department managers or through the complaints box, and immediately investigate the complaint to verify its validity and take appropriate action with the offender.
- Editing all decisions of appointment, dismissal, resignation and leave.
- Conducting end-of-service interviews to find out the reasons for resignation and the possibility of retaining the employee.
- Prepare monthly payroll, bonuses, incentives and promotions for employees.
- Establishing good relations with government agencies (social insurance, labor office, occupational safety and health).
- Management and follow-up of the Department of Administrative Affairs, security personnel, office workers, cleaning workers, adherence to official uniforms, and application of prevention and safety measures.
- Management and follow-up of the fleet department through monitoring drivers' licenses, appearance, cleanliness, and fuel consumption for each car, and continuous monitoring of vehicle maintenance on a regular basis.

- **Employer: Ayman Shahin Group**
(A group of 3 industrial Food & Beverage)



Period: 4/12/2022 – 2/07/2024 (2500 Employee)

- **Job Title: - Human Resources Manager.**
- **Job Description: -**

- Designing the administrative and organizational structure of the company and designing the work flow for each department in the company.
- Design, build and prepare the salary structure according to the labor market and also according to the experience, efficiency and privileges of the company.
- Designing and drafting the job description for each specialization in the company's department, in cooperation with department managers, while following up on the implementation of work tasks.
- Preparing and designing the salary structure for all specializations and job levels (blue collars - white collars - Managerial level).
- Preparing and designing annual increases at the beginning of each year by preparing quarterly, semi-annual and annual evaluations.
- Preparing and designing the annual recruitment plan based on the needs of each department and also according to the approved financial budget for each department.
- Preparing and designing the annual benefits and compensation plan through the approved financial budget for the Human Resources Department (private medical insurance - entertainment trips - parties - promotions - in-kind benefits - financial benefits - ideal employee awards - ideal mother award).
- Conducting the recruitment process, starting with knowing the vacancies in each department, posting vacancies on multiple recruitment channels, searching for CVs, filtering CVs, interviewing candidates, and selecting the appropriate competencies for each department within the company's capabilities.
- Cooperating with the various departments in the company to find out the vacancies in each department and to develop a working mechanism with the departments to find out the annual needs.
- Manage the workflow of each department with supervision and follow-up to ensure that the work plans assigned to each department are achieved.
- Verify the implementation of the tasks assigned to each employee through the application of the evaluation system in terms of the tasks entrusted to the mission and its commitment and evaluation, as well as the commitment to attendance, leaving and absence and commitment to the application of the system from work inside the factory.

- Raising the efficiency of the company's employees through the development of a training system and the development of some specializations to raise their efficiency at work, which leads to the advancement of the company and the ability to compete with large companies.
- Preparing, formulating and evaluating the performance of employees (KPIs) of various specializations and different job grades, whether for workers, administrators or managers. The evaluation is done semi-annual and annual to measure the degree of staff performance.
- Determining the criteria for nominating trainees to join the training courses, evaluating the training process, and using scientific methods to measure the impact of training.
- Managing the workers' file in terms of social, private and government health insurance.
- Submitting a weekly report to each of the management directors and senior management to show the extent of what has been approved and what has been postponed with a reason.
- Investigate in the event of a violation by one of the company's employees by receiving complaints from department managers or through the complaints box, and immediately investigate the complaint to verify its validity and take appropriate action with the offender.
- Editing all decisions of appointment, dismissal, resignation and leave.
- Conducting end-of-service interviews to find out the reasons for resignation and the possibility of retaining the employee.
- Prepare monthly payroll, bonuses, incentives and promotions for employees.
- Establishing good relations with government agencies (social insurance, labor office, occupational safety and health).
- Management and follow-up of the Department of Administrative Affairs, security personnel, office workers, cleaning workers, adherence to official uniforms, and application of prevention and safety measures.
- Management and follow-up of the fleet department through monitoring drivers' licenses, appearance, cleanliness, and fuel consumption for each car, and continuous monitoring of vehicle maintenance on a regular basis.

- **Employer: Mut & I Mut United Technology**

(A group of 4 industrial facilities and 1 commercial company)

Period: 20/1/2020 – 1-9-2022 (1500 Employee)

- **Job Title: - Human Resources Manager.**

- **Job Description: -**

- Designing the administrative and organizational structure of the company and designing the work flow for each department in the company.
- Design, build and prepare the salary structure according to the labor market and also according to the experience, efficiency and privileges of the company.
- Designing and drafting the job description for each specialization in the company's department, in cooperation with department managers, while following up on the implementation of work tasks.
- Conducting the recruitment process, starting with knowing the vacancies in each department, posting vacancies on multiple recruitment channels, searching for CVs, filtering CVs, interviewing candidates, and selecting the appropriate competencies for each department within the company's capabilities.
- Cooperating with the various departments in the company to find out the vacancies in each department and to develop a working mechanism with the departments to find out the annual needs.
- Manage the workflow of each department with supervision and follow-up to ensure that the work plans assigned to each department are achieved.
- Verify the implementation of the tasks assigned to each employee through the application of the evaluation system in terms of the tasks entrusted to the mission and its commitment and evaluation, as well as the commitment to attendance, leaving and absence and commitment to the application of the system from work inside the factory.
- Raising the efficiency of the company's employees through the development of a training system and the development of some specializations to raise their efficiency at work, which leads to the advancement of the company and the ability to compete with large companies.
- Preparing, formulating and evaluating the performance of employees (KPIs) of various specializations and different job grades, whether for workers, administrators or managers. The evaluation is done semi-annual and annual to measure the degree of staff performance.

- Determining the criteria for nominating trainees to join the training courses, evaluating the training process, and using scientific methods to measure the impact of training.
- Managing the workers' file in terms of social, private and government health insurance.
- Submitting a weekly report to each of the management directors and senior management to show the extent of what has been approved and what has been postponed with a reason.
- Investigate in the event of a violation by one of the company's employees by receiving complaints from department managers or through the complaints box, and immediately investigate the complaint to verify its validity and take appropriate action with the offender.
- Editing all decisions of appointment, dismissal, resignation and leave.
- Conducting end-of-service interviews to find out the reasons for resignation and the possibility of retaining the employee.
- Prepare monthly payroll, bonuses, incentives and promotions for employees.
- Establishing good relations with government agencies (social insurance, labor office, occupational safety and health).
- Management and follow-up of the Department of Administrative Affairs, security personnel, office workers, cleaning workers, adherence to official uniforms, and application of prevention and safety measures.
- Management and follow-up of the fleet department through monitoring drivers' licenses, appearance, cleanliness, and fuel consumption for each car, and continuous monitoring of vehicle maintenance on a regular basis.

- **Employer: El-Nakheel Tex Factory (Socks & Lingerie)**

Period: 15/5/2015 – 15-1-2020 (800 Employee)

- **Job Title: - Human Resources Manager.**

- **Job Description: -**

- Conduct the recruitment process starting from the knowledge of vacancies and formulation of the job description for each specialization and be published on multiple recruitment channels, CV search, CV liquidation, interviewing candidates and selecting suitable competencies for each department within the company's capabilities.
- Cooperating with all different departments in the company to find out the vacancies in each department and setting up a working mechanism with the departments to know the annual needs.
- Manage the work flow in each department with supervision and follow-up to ensure the achievement of the plans of action assigned to each administration.
- Verification of the implementation of the tasks assigned to each employee through the application of the evaluation system in terms of the tasks assigned to the task and its commitment to and evaluation of also the commitment to attendance and departure and absence and commitment to apply the system of work within the plant.
- Ensure implementation of the procedural and legal rules for employment and work.
- Manage the file of workers in terms of recruitment, training, social insurance, health insurance and tattoos.
- Submit a weekly report to each of the managers of management and senior management to show the extent of what was approved and what was postponed with a reason.
- Investigation in case of violation of one of the employees of the company by receiving complaints from the directors of the departments or through the complaints fund and the immediate investigation of the complaint to determine the validity and take appropriate action with the culprit.
- Editing all decisions of appointment, dismissal, resignations and vacations.
- Conduct end-of-service interviews to find out the reasons for the resignation and the extent to which the employee can be retained.
- Prepare monthly payrolls, bonuses, incentives and promotions for employees.
- Raise the efficiency of the company's employees through the development of a system of training and development of some specializations in order to raise their efficiency in the work, which leads to upgrading the company and the ability to compete with large companies.
- Determine the criteria for nomination of trainees to join the training courses and evaluate the training process and the use of scientific methods to measure the impact of training.
- Establishing good relations with government agencies (social insurance, labor office, occupational safety and health, etc.).

• **Employer: S.G.A(Smart Group Agency)**

• **Period:20/3/2007 - 4/2015**

• **Job Title: - Human Resources Manager.**

• **Job Description: -**

- Setting the organizational structure of the company to determine the location of each and every function by the functions and responsibilities of the special and even function.
- Conduct the recruitment process starting from the knowledge of vacancies and formulation of the job description for each specialization and be published on multiple recruitment channels, CV search, CV liquidation, interviewing candidates and selecting suitable competencies for each department within the company's capabilities.
- Ensuring the proper functioning of work based on timetables and deadlines and ensuring compliance with these timetables and dates through reminders and follow-up.
- Clarifying the tasks and objectives of all employees, depending on the nature of their work.
- Ensure that the best cadres are linked in the appropriate places according to their qualifications and based on the requirements of the site.
- Interviewing candidates to work outside Egypt for all disciplines (engineers, doctors, teachers, accountants, technical and professional workers).
- Submit a weekly report to each of the managers of management and senior management to show the extent of what was approved and what was postponed with a reason.
- Raise the efficiency of the company's employees through the development of a system of training and development of some specializations in order to raise their efficiency in the work, which leads to upgrading the company and the ability to compete with large companies.
- Prepare monthly payrolls, bonuses, incentives and promotions for employees.
- Develop job replacement programs and strategy to attract the necessary competencies. Follow up procedures for the implementation of approved employment policies and strategies, and verify their compatibility.
- Developing procedures and methods of work using modern technologies, and monitoring and monitoring the development of quality systems and standards. Preparation of technical reports.
- Supervising the technical and administrative subordinates, evaluating their performance and achievements, and proposing programs to upgrade their skills and develop their abilities.

• **Employer: EI - Hagage Factory (Furniture and Decoration)_____Period: 7/2005 - 2/2007**

• **Job Title: - Human Resources Specialist.**

• **Job Description: -**

- Cooperating with all different departments in the company to find out the vacancies in each department and setting up a working mechanism with the departments to know the annual needs.
- Manage the work flow in each department with supervision and follow-up to ensure the achievement of the plans of action assigned to each administration.
- Interviewing workers coming from Arab, African and East Asian countries to work in the factory (engineers, accountants, technical and professional workers).
- Verification of the implementation of the tasks assigned to each employee through the application of the evaluation system in terms of the tasks assigned to the task and its commitment to and evaluation of also the commitment to attendance and departure and absence and commitment to apply the system of work within the plant.
- Receipt of all documents and documents for employment and ensure the correctness and formulation of contracts and the acceptance of the receipt of work for each employee.
- To complete the technical staff accommodation procedures in the factory housing units and to cooperate with department managers and senior officials in providing suitable and suitable housing for them to raise their morale.
- Communicate with customers and follow up on their satisfaction with the quality of our product and the extent of compliance with the specifications and delivery time agreed with the manufacturer.
- Prepare monthly payrolls, bonuses, incentives and promotions for employees.

- **Employer: El-Araby Group**___Period: 7/2003 - 6/2005
- **Job Title: - Recruitment Specialist.**
- **Job Description: -**
 - Prepare job vacancy plans.
 - Preparation and participation in the interviews of applicants.
 - Create a database in collaboration with employment offices and establish good relationships.
 - Coordination between the management of the company and foreign companies to know their functional requirements.
 - Create and maintain a recruitment database to ensure that all CVs received and data on potential applicants and job applicants who have been interviewed are up to date and available.
 - To carry out other tasks assigned by the direct president or from the director of the department within the limits of specialization.
- **Computer Skills: -**
 - Excellent in Microsoft office suite - Working on ERP System.
- **Personal skills: -**
 - HR Department Startup
 - **Problem Solver**
 - Employment Law
 - Advocacy & Investigation
 - HR Policies & Procedures
 - Staff Recruitment & Retention
 - Employee Relations
 - Alternative Dispute Resolution
 - Benefits Administration
 - HR Program/Project Management
 - Orientation & Onboarding
 - Organizational Development

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