

Michael Samir Salama

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Objective

A highly motivated and results-driven with extensive experience in performance optimization, employee training, and health & safety management. Seeking to leverage my skills in organizational development and team leadership to contribute to the continued success of a forward-thinking company. Passionate about fostering a healthy work environment, driving operational efficiency, and supporting employees' professional growth and well-being.

Educational Qualifications:

Bachelor's degree: Bachelor of Commerce

Year of Graduation: 2018 from Cairo University.

Work Experience:

Company: Golden Meat

Job Title: HR Manager

Duration: May 2025 – Present

Duties:

- Develop and implement internal organizational and work regulations.
- Design and monitor Key Performance Indicators (KPIs) for doctors, engineers, maintenance supervisors, and accountants.
- Create and maintain an updated organizational structure for the company.
- Oversee performance management systems and ensure fair evaluation and motivation processes.
- Supervise HR operations including recruitment, training, and policy implementation.

Achievements:

- Successfully established comprehensive internal regulations that improved workflow and compliance.
- Introduced a KPI system enhancing performance evaluation across all departments.
- Improved organizational efficiency through restructuring and updated job responsibilities.
- Enhanced communication between departments, fostering a more productive work environment.

Company: Marcyrl Pharmaceutical

Job Title: HR Supervisor

Duration: September 2023 till April 2025

Duties:

- Supervise performance and organizational development processes within the factory to ensure production goals are met.
- Coordinate and monitor employee training programs to enhance skills and competencies.
- Oversee the implementation of health and safety protocols to ensure a healthy and safe work environment.
- Provide guidance and support to the team in various operational processes.
- Follow up on employee training programs to improve operational and technical skills.
- Ensure the implementation of health and safety policies to maintain a safe working environment.
- Assist in implementing continuous improvement strategies in the workplace
- Manage and follow up on the company's medical insurance, ensuring timely renewals and continuous coverage.
- Preparing organization chart.
- Preparing a monthly HR report to the HR Sector head

Achievement:

- Successfully improved operational efficiency by updating KPIs according actual duties.
- Streamlined the employee training program to improve employees' attitudes.
- Ensured a 100% compliance rate with health and safety regulations, contributing to a safer work environment and reduced incidents.
- Managed and ensured the timely renewal of Medical insurance, maintaining uninterrupted coverage and satisfaction.

Company: Falcon Misr

Job Title: HR Supervisor

Duration: April 2022 till September 2023

Duties:

- Organizational development including the development and implementation of human resource policies and procedures, organizational charts, Authority matrices etc.
- Administer compensation and benefit plans including the development of salary structures.
- Responsible for talent acquisition and recruitment processes.
- Responsible for creating and updating job descriptions.
- Responsible for employees training & development.
- Responsible for the development of performance management systems.
- Organize semi-annual and annual employee performance reviews

- Gather and analyze data with useful HR metrics, like time to hire and employee turnover rates
- Ensure compliance with labor regulations
- Preparing organization chart.
- Preparing a monthly HR report to the HR Sector head

Achievement:

- Add Company policy.
- Make HR System.

Company: Sharm Dreams for Touristic Investment

Job Title: Senior HR Generalist

Duration: January 2021 till March 2022

Duties:

- Supervises team members in duties and performance, providing feedback where necessary and reporting team strengths and weaknesses to management
- Motivates, guides, and mentors team members to exceed goals and creates a positive environment during shifts
- Advises management in hiring and termination decisions when necessary
- Trains new team members in company standards, customer service, and job duties
- Oversees work quality and verifies satisfactory meeting of company and regulation standards
- Works with other supervisors and management to set and evaluate stock, logistics, projects, and overall goals
- Connects with customers and develops strong relationships to encourage repeat visitation
- Creates an atmosphere centered on delivering superior customer service
- Audits and oversees sales goal, employee development, and business development records and statistics.

Achievement:

- Add monthly reports like (turnover report – sick & annual leaves – overtime).
- Transfer all employees file to soft copy and all documents to electronic archiving.
- Handling some projects.
- Support making a salary scale to company.

Company: Wadi Degla Trading and Engineering

Job Title: HR & Admin Senior Generalist.

Duration: January 2020 till December 2020

Duties:

- Manage recruitment cycle
- Employee orientation, development, and training

- Regulatory compliance and reporting
- Policy development and documentation
- Payroll reports and attendance.
- Manage all insurance (social, medical and life) cases.
- Coordinate the activities involved in the employee recruitment, performance evaluation and termination processes.
- Make travel arrangements including and hotel reservation for employees.
- Monitor and manage expenses within the allotted budget.
- Overseeing and agreeing on contracts and providers for services including security, parking, cleaning, and catering and so on.
- Supervise maintenance and repair of facilities.

Achievement:

- Add yearly penalties sheet
- Screening sheet for technicians and evaluation form for all levels.
- Monthly turnover report.

Company: Orascom Construction

Start work in Orascom as HR assistant for three projects from June 2013 to December 2016 after that I got promotion to work as HR Specialist from January 2017 to December 2018

Job Title: HR Specialist

Duties:

- Preparing or updating employment records related to hiring, transferring, promoting, and terminating
- Ensuring new hire paperwork is completed and processed
- Informing job applicants of job duties, responsibilities, benefits, schedules, working conditions, promotion opportunities, etc.
- Addressing any employment relations issues, such as work complaints and harassment allegations
- Processing all personnel action forms and ensuring proper approval
- Overseeing hiring process, which includes coordinating job posts, reviewing resumes, and performing reference checks

Nile Hospital:

Job Title: Receptionist &Accountant

Duration: June 2011 to May 2013.

Courses:

- Leadership.
- Business writing.
- HR course (personal – payroll – talent acquisition).

- OSHA
- Time Management.
- Problem solving

Skills:

- **Computer Skills:**
 - Excellent Knowledge of windows XP, windows 7, 8.1
 - Internet user skills.
 - Good knowledge of Microsoft office word, Excel, Power Point and Internet.
 - Good Knowledge of Multimedia.
- **Language Skills:**
 - Arabic: Mother Language.
 - English: Very good command of both written and speaking.
- **Personal Skills:**
 - Excellent time management and communication skill.
 - Excellent customer service skills as dealing with customers, handling them and being able to solve their problems.
 - Able to work in group; work under pressure and stress, teaching others, helpful, creative and sociable.
 - High ability of leadership.
 - Ability to work individually and as an effective team member.
 - Communicating with people.

Additional Data:

- **Date of Birth: 20/07/1992**
- **Military status: Exempted**
- **Marital status: Married**