

Amro Fawzy Abdelsalam

HR Manager

Address : 8 of El Shahed Emre El Nory St, Banha EL-Qaluobia.
Birth date : Oct. 01, 1986 **Marital status** : Married
Phone No. : 0106 066 6106 **Nationality** : Egyptian
Military status: Exempted **Mail:** Amr.hashesh1986@ gmail.com



Brief summary of experience

HR & Admin manager " SAP User" with experience at Mobile Manufacturing, Textile, pharmaceutical, feed, fertilizers, and edible oils manufacturing more than 18 years exp at HR field.
"MBA In Progress "

HR Skills

1	HR Department from Scratch	8	Compensation & Benefits
2	HR Policies & Procedures	9	Medical Insurance
3	Employee Relations	10	Staff Recruitment & Retention
4	Labor & Soc In Law	11	Performance Management
5	Employee Branding	12	Organization Development
6	Sap User	13	Training & Development
7	Talent Acquisition	14	Handling All Government Relations

Professional Experience

Title: Egypt Human Resources Manager

Company Name: OPPO Egypt

Reporting To: EGYPT GM & Regional Middle East HRD

From: 1 – 2026 **Till:** Now

Manpower: 1980



Title: Human Resources consultant

Company Name: Nana Secret

Reporting To: GM

From: 9 – 2025 **Till:** 12-2025

Manpower: 1200



Title: Human Resources & Administrative Manager

Company Name: QERO Oils

Reporting To: CEO

From: 2 – 2022 **Till:** 9-2025

Manpower: 160

Responsibilities:

- * Create HR Department from Scratch
- * Create HR Policies & Procedures
- * Hiring All QERO Staff 'Blue Collar and White Collar '
- * Supervise Human Resources Team
- * Create and implement Job Descriptions
- * Create KPI System
- * Implement ERP System "SAP "
- * Manage Admin Team 'Cars Drivers – Cleaning Labors '



Title: Human Resources Supervisor Acting as HR Manager

Company Name: National company for fertilizers and chemicals industries

Reporting To: HR Group Manager

From: September 2019 **till:** February 2022

Manpower: 450

Responsibilities:

- * Create HR Department from Scratch
- * Create HR Policies & Procedures
- * Hiring All N.Fert Staff 'Blue Collar and White Collar '
- * Supervise Human Resources Team
- * Create and implement Job Descriptions
- * Create KPI System
- * Implement ERP System "Oracle - view soft "



Title: Human Resources Manager

Company Name: Al Aseema Feeds

Reporting To: CEO

From: September 2018 **till:** September 2019

Manpower: 140



Responsibilities:

- * Create HR Department from Scratch
- * Create HR Policies & Procedures
- * Hiring New Managerial Staff for Alaseema and 'Blue Collar and White Collar '
- * Supervise Human Resources Team
- * Create and implement Job Descriptions
- * Create KPI System
- * Manage Transportation Company 14 Gambo Truck "Sister Company "

Title: Human Resources Section Head

Company Name: SIGMA PHARMACEUTICAL INDUSTRIES

Reporting To: HR & Admin Manager

From: March 2010 **Till:** September 2018

Manpower: 2176



Responsibilities:

- * Creating and handling Form 1, 6 and 2.
- * Handling work injuries requests.
- * Generate all the periodical reports/data needed to be submitted to the government labor office and social insurance.
- * Ensure that all the documents in the employees' files comply with documents needed as set by the labor law and social insurance.
- * Prepare and record the overtime hours in order to be added to the wages to eligible employees.
- * Provide customer services to the departments and employees on personnel related inquires
- * Have good relations with the inspectors.
- * Have good teamwork capabilities.
- * Provide extensive payroll effects
- * Implement Job Analysis and Workload Analysis for All Titles at Factory with HR Team

Title: Human Resources Specialist

Company Name: BABET FOR MANUFACTURING & TRADING COMPANY

Reporting To: CEO

From: January 2009 **till:** December 2009

Manpower: 60

Title: Human Resources Personnel Specialist

Company Name: TERMO PLASTIC COMPANY

Reporting To: Deputy CEO

From: January 2008 **till:** December 2008

Manpower: 978

Education & Certifications

BANHA UNIVERSITY — Egypt

Faculty of law 2007

Human Resources Management Diploma

RITI Institute



Of Note

Affiliations:

- ◆ Human Resources Planning.
- ◆ Time management.
- ◆ Team building skills.
- ◆ Medical insurance
- ◆ leadership
- ◆ Recruitment and manpower planning
- ◆ Career management
- ◆ Employee's relations
- ◆ Microsoft Office
- ◆ Performance appraisal.
- ◆ Negotiation skills.
- ◆ Social insurance.
- ◆ Labor law
- ◆ Strategic management
- ◆ Talent management
- ◆ Compensation and benefits
- ◆ HR analysis