

Mina Samir Max

HR Section Head

Personal Data

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Nationality: Egyptian

Date of Birth: 3rd of Aug 1992

Military Status: Completed

Summary

- HR professional with experience in employee relations, recruitment, and performance management. Capable of leading HR initiatives, resolving conflicts, and fostering positive workplace culture. Proficient in HR software and compliance with employment laws.

Education

- **Arab academy for science, technology and maritime, Advanced HR diploma HRMD. 2022**
- **Faculty of Tourism and Hotels Management, Helwan University, Bachelor degree 2013**

Experience

SQUARE ENGINEERING FIRM, TMG partner

HR Section Head

2023 - Present

- Ensuring the company compliance with laws and regulations concerning personnel matters as well as presenting and issuing any necessary documents required by official authorities (e.g., labor and insurance offices).
- Establishing social insurance and Medical and Life insurance for the entire staff and follow any issue or problem concerning employees.
- Keeping records of insurance coverage and personnel transactions such as hires, promotions, transfers, and terminations.
- Responsible for preparing the monthly payroll data, including newcomers, the final settlement for resigned employees, any deductions or compensation.
- Review the headcount monthly movements and ensure it is reflected in the payroll to make sure of payroll accuracy. (New hires, resignations, transfers, salary changes... etc.)
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- Generating job descriptions, posting jobs, and reviewing and evaluating resumes and applications based on job requirements.
- Developing a comprehensive candidate pipeline for both local and expatriate talent.
- Delivering an exceptional candidate experience by outlining the recruitment process, maintaining communication, providing prompt responses/feedback to both selected and unsuccessful candidates.
- Advertising vacancies internally & recruitment channels such as LinkedIn, Google, and Wuzzuf. - Performing reference and background checks for identified candidates and negotiating offer packages according to the salary structure for different grades and positions.

- Maintained excellent employee relationships by cultivating supportive, positive and helpful working environment.
- Create/update JDs for all positions inside the organization to ensure clear job purpose, qualifications.
- Create and update org. chart to reflect company vision.

Wadi Degla Trading and Engineering Company, Egypro
Human Resources Supervisor

2020 till 2023

Personnel and payroll

- Creating and maintaining personnel records for each employee and maintaining the employee database system.
- Keeping records of work times and attendance, tracking employees absences, and sending warnings accordingly
- Keeping records of insurance coverage and personnel transactions such as hires, promotions, transfers, and terminations
- Establish social insurance and Medical and Life insurance for the entire staff and follow any issue or problem concerning employees.
- Ensuring the company compliance with laws and regulations concerning personnel matters as well as presenting and issuing any necessary documents required by official authorities (e.g., labor and insurance offices)
- Processing of monthly payrolls and performing annual payroll tax reconciliation.
- Review the headcount monthly movements and ensure it is reflected in the payroll to make sure of payroll accuracy. (New hires, resignations, transfers, salary changes... etc.)
 Dealing with the Social Insurance and Labor Office to solve any issue or problem concerning employees.

Recruitment

- prepare annual manpower plan and its budget according to company vision and needs.
- Planning and sourcing with various recruitment channels such as company official channels, job Fairs, Online recruitment agencies, referrals, internal posting.
- Implement whole recruitment processes (job posting, filtering, screening, selecting, interviewing, offering and follow up employee performance during probation period).
- Conduct induction program for new hires in order to deliver new hires the company policy, vision, mission, HR systems and organization chart as well.
- Conduct exit interviews to highlight resignation reasons and report results.

Organizational Development (OD)

- Create/update JDs for all positions inside the organization to ensure clear job purpose, qualifications and competences required for the job.
- Create and update org. chart to reflect company vision.
- Plan and monitor the development of performance management process.
- Management:
- Participate in setting the HR department annual budget.
- Representing HR dept. in dealing with internal and external audit.
- Determine risk identification, mitigation and handling mitigation plans.

Radisson Blu Hotel, Cairo Heliopolis, Egypt
2020 Senior Human Resources Specialist

2017 till

- Work on complex problems with labor or social insurance offices where analysis of situation or data required in depth evaluation of various factors to reach and implement the proper solution.
- Issuing the employment offer to candidates and following up the reply with them.
- Determination of starting date for candidate with concerned department Issuing contracts, affidavits, forms, circulars ... etc, for newly hired employees.
- Review the headcount monthly movements and ensure it is reflected in the payroll to make sure of payroll accuracy.

(New hires, resignations, transfers, salary changes... etc.)

- Processes employees' personal loan requests ensure payments and settlements according to company Personal Loan policy.
- Promptly responds to employees' queries and complaints to achieve employees' satisfaction.
- Administer all required forms for the social insurance (FORMS 1, 6, and 2) and ensure the proper forms fillings to present on time to the labor office.
- Keep track of employees vacations and balances to ensure the right implementation of company's rules and country's labor laws.
- Issuing probation period evaluation form and annual appraisal form by the end of the year.
- Develop and update work instructions, work flow, new policies and procedures manual to ensure all employees are familiar with the internal by laws.
- Develops and maintains an electronic HR database that includes employee related information.

**Ecco Outsourcing
Recruitment Specialist**

2016 till 2017

- Handling recruitment process to all levels.
- Analyzing the requisites of the opportunity as per the requirement.
- Searching the exact match for the requirement from the database, social Networks, Head Hunt.
- Communicating with the short listed candidates through telephone screening.
- Scheduling interviews for the candidates and proper follow-ups with the prospective candidates until they complete all the rounds of interview.
- Receive all the job applications, sort and classify based on each profession and store in database for retrieval as and when required.
- Specific recruitment processing tasks include: short listing candidate CV's against job descriptions, updating vacancy and applicant status within the recruitment procedure, organizing interviews, producing interview schedules
- Conducting the interviews.
- Manage candidate records on software and, ensuring that all data and information is accurate and up to date.
- Preparing working monthly reports.
- Compensation & Benefits: Monthly / Weekly MIS to be sent to Branch Head / HR Manager.
- Handling all employee hiring documents and inquiries & grievances.
- Negotiating with staff and their representatives on issues relating to pay and conditions.

**Fairmont Nile City - Cairo, Egypt
Front office Agent**

2015 till 2016

- Dealing with bookings by phone, e-mail, letter, fax or face-to-face.
- Completing procedures when guests arrive and leave.
- Choosing rooms and handing out keys.
- Preparing bills and taking payments.
- Taking and passing on messages to guests.
- Dealing with special requests from guests.
- Answering questions about what the hotel offers and the surrounding area.
- Dealing with complaints or problems.
- Handling all the night manager tasks and morning briefing reports.

**Le Passage Cairo Hotel, Egypt
Front office Agent**

2015 till 2015

- Choosing rooms and handing out keys.
- Handling all the tasks of the Front Desk (Tel. Operator, concierge, airport transfer, reception agent, front office cashier).
- Dealing with special requests from guests.
- Answering questions about what the hotel offers and the surrounding area.

Training

- **Human Resources course, Helwan University.**
- **Personnel workshop.**
- **Payroll workshop.**
- **Team work building.**
- **Communications skills.**
- **Front office skills development care.**
- **Guest Experience Program.**
- **Effective Communicatio**