

Aya Mohamed Abdelhalim Mohamed

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Profile

Human Resources professional with experience in recruitment, onboarding, employee relations, attendance, and policy support. I manage daily HR work with clear steps. I respond fast to managers. I stay organized during change. I focus on results that strengthen the workplace.

Education

Bachelor of Commerce & Management

- Graduation Year: 2013
- Helwan University
- Faculty of Commerce-Foreign Trade Department.



Courses

- * English Course at MBA
- * ICDL at Helwan University
- * Soft Skills at RCC
- * Time Management at EcoIFM
- * Human Resources Certified Professional (HRCP)

From: Society of Arab Business Administrators – SABA

Duration: 162 Active Learning Hours.

Accreditation: Human Resources Certification Institute (HRCI®)

Topic Covered:

- Recruitment & Selection
- Labor Law for the Year of 2025
- Social Insurance Law for the Year of 2025
- Payroll Management using MS. Excel
- Training, Development and Talent Management
- Performance Management & Appraisals
- Compensation, Motivation & Benefits
- Organizational Development Foundations



Work Experiences

Raya Contact Center (July 2013 – March 2014) **Call Center Representative**



- Answering questions about a company's products or services.
- Improve call center efforts.

Alex Bank (March 2014 – July 2016) **Call Center Representative – CRM Agent**



- Answering questions about a company's products or services.
- Improve call center efforts.
- Make the attendance Schedule & calculate the monthly performance for the agents.

Smart Scan Radiology Center (July 2016 – January 2019) **HR Generalist & Administration Head**



- Prepare financial statements for the branch.
- Manage employees and lead day-to-day responsibilities.
- Oversee reports for budgets and financial reports.
- Lead recruitment and on boarding
- Manage employee relations and handle workplace issues
- Track attendance and review leave requests
- Guide managers on HR policies
- Review performance data and support improvement plans
- Handle payroll inputs and verify employee records
- Monitor training needs and follow up on development plans
- Update HR reports and keep documents organized
- Support company goals with fast operational decisions

Global Marketing Housing Agency (January 2019 – July 2020) **HR Supervisor**

- Prepare financial statements for the branch.
- Manage employees and lead day-to-day responsibilities.
- Oversee reports for budgets and financial reports.
- Lead recruitment and on boarding
- Manage employee relations and handle workplace issues
- Track attendance and review leave requests
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EcoIFM – Construction Company (March 2021 – December 2024)
HR Manager & Administration Head



- Prepare financial statements for the branch.
- Manage employees and lead day-to-day responsibilities.
- Oversee reports for budgets and financial reports.
- Lead recruitment and on boarding
- Manage employee relations and handle workplace issues
- Track attendance and review leave requests
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- Monitor training needs and follow up on development plans
- Update HR reports and keep documents organized
- Support company goals with fast operational decisions

DomeFDH– Interior designing Company (December 2024 – March 2025)
HR Consultant (3 month – Project)



- Review current HR processes and identify gaps
- Support recruitment for urgent technical and administrative roles
- Create structured onboarding steps for new engineers
- Assess workforce skills and highlight critical shortages
- Update job descriptions and align them with project needs
- Review attendance records and improve tracking methods
- Handle employee relation cases and give direct guidance
- Review compliance with labor laws
- Prepare short HR reports with actions and timelines
- Train managers on basic HR practices that support project delivery

SNCICT – Construction Company (March 2025 – Till Now)
Regional HR Business Partner



- Lead recruitment and on boarding
- Manage employee relations and handle workplace issues
- Track attendance and review leave requests
- Guide managers on HR policies
- Review performance data and support improvement plans
- Handle payroll inputs and verify employee records
- Monitor training needs and follow up on development plans
- Update HR reports and keep documents organized
- Support company goals with fast operational decision

Skills

- Strong interpersonal skills.
- Ability to effectively prioritize assignments, manage time, work independently and solve problems.
- Results Focused.
- Team player with high appreciation to collaborative goals.
- Strong administrative and organizational skills.
- Analytical and problem-solving skills.
- Eager to learn

Personal Information

- Nationality: Egyptian
- Date of Birth: 15 of April 1992
- Marital Status: Married
- Hobbies: travelling, Fixing damaged stuff