



Personal Information

Mohamed Arafa Abd El Hamid.

Birth Date:2/9/1979

Email. M.arafa.1979@gmail.com

MOB. 0120 6 44 45 46

012 80 99 55 11

Marital status: Divorced

Address: NasrCity,Cairo

– Alharam Giza Egypt

Career Objectives

Seeking Challenging position in international company **Administration and Human resources Management.**

Education

Bachelor's degree Faculty of Arts. History

Section – Cairo University Graduation

Grade: Good

Work Experience



worked as Workforce And Administration Department Manager
from Apr. 2025 – Till Now



SID | Sultans for Investment & Development
Palm Hills Central, Sheikh Zayed, Giza, Egypt

worked as Administration Human resources Manager from Apr.
2023 – 2025



worked as Administration Human resources Manager from may
2020 – feb.2022



worked as Administration Human resources Manager
From APR. 2011 TO MAY 2020

Sharm el sheikh resort estate villas development project

Senior Administration and HR at ESACO COMPANY

from May. 2010- Mar 2011

Senior Administration and HR Golden

Pyramids Plaza (City Star) may 2009- Oct.
2010

SIEMENS *jolie ville*

Senior Administration and HR Congress Center International

Sharm El-sheikh Project from Sep 2006- May.2009



Senior Administration and HR

Egyptian LNG Project. With
Bechtel Idku El-Bahera 2004 -
Sep 2006

SIEMENS

Senior Administration and HR Pfizer New Office

SIEMENS

Building Project Cairo. May 2004- Jul 2004

Senior Administration and HR (57357) Hospital Project- El-Sayeda Zainab - Cairo

Sep 2003 - Apr 2004

SIEMENS

Senior Administration and HR

Sep 2002 – Aug 2003 Hebi row

Quna

Work skillsn

- Lead departments of administration, local purchasing, facilities management, fleet management
- Administration:
- Create, implement, and revise an annual budget related to admin.
- Make recommendations to improve service and ensure more efficient operation.
- Allocation of Security & Cleaning staff as per premises needs
- Ensuring the general maintenance and running of the company premises and equipment.
- Brief and communicate with external legal counsel as required.
- Strategically set department plan & budget and monitor its operations along the year to ensure proper control.
- Completely set and review department SOPs and workflow to ensure efficient work operations.
- Professionally manage the security operations including contracting, guard's selection, following pre-set policies...etc. to ensure securing company premises.

- Distinctively Manage facilities and seating plan for new and current branches to ensure proper utilization of company premises.
- Selectively manage all negotiations and contract agreements for facilities and services to avail high standard service to the company premises.
- Passionately communicate with different departments to ensure achieving pre-set objectives and resolving escalated problems.

Local Purchasing:

- Developing and implementing purchasing strategies.
- Managing daily purchasing activities.
- Managing supplier relations and negotiating contracts, prices, timelines, etc.
- Maintaining the supplier database, purchase records, and related documentation.
- Coordinating with inventory control to determine and manage inventory needs.
- Managing the maintenance of office/manufacturing equipment and machinery.
- Ensuring that all procured items meet the required quality standards and specifications.
- Preparing cost estimates and managing budgets.
- Working to improve purchasing systems and processes.

Facilities management :

- Prepare budget/expenditure plans and cash flow for estate, facilities, and administration.
- Manage office cars procurement, insurance, licensing, maintenance, schedules, and drivers.
- Manage and follow up with the service & Security Manager for the daily operations.
- Manage and monitor facilities services including hard (building maintenance, electricity, and soft services (cleaning, catering, transportation, etc.).
- Manage premises renovation projects including technical and financial aspects, and coordination with consultants, contractors, and local and global management teams.
- Oversee operational condition of office furniture and equipment, plan for replacements and disposals, and ensure appropriate authorizations has been received.
- Maintain office inventory of onsite assets & work of Art, their procurement, maintenance and disposal in accordance with policies and procedures.

Fleet Management :

- Create, develop, and implement maintenance Policies and procedures.
- Coordinate, schedule, and audit vehicle maintenance repairs to include preventative, mechanical and electrical repair to Cars.
- Manages and analyzes operation and maintenance costs for all fleet units. .

- Prepare budget requests, maintains fleet maintenance budget, labor costs, and monitors budget expenditures.
- Create and implement Fleet plan and procedures.
- Following up with GPS systems to monitor drivers and track vehicles in case of theft.
- Developing strategies for greater fuel efficiency.
- Maintaining detailed records of vehicle servicing and inspection.
- Scheduling regular vehicle maintenance to ensure operational efficiency.
- Ensuring strict servicing and maintenance times to minimize downtime and maintain schedules.
- Monitoring driver behavior and ensuring a high level of customer service.
- Analyzing data to increase business operational efficiency.

Personnel Responsibilities:

- Manage all Personnel Processes.
- Manage Social Insurance Process.
- Manage Labor Office Relations.
- Develops, recommends, and supervises the implementation of personnel policies and procedures.
- Establish and maintain function records and reports.
- Communicate changes in the organization's personnel policies and procedures to ensure proper compliance is followed.
- Ensure compliance with all existing governmental and labor requirements.
- Manage all employee relations, including managing absence, disciplinarians, grievances, and sickness.
- Managing, supervising, and representing all personnel-related issues including the following:– Investigations –Archiving – Termination and release. – Contracting
- Ensure personnel legal policies are well implemented within the organization based on company guidelines and policy.
- Review and sign all documentation and communication with the social insurance office and assure.
- compliance with the legal and government regulations.
- Ensures that all archiving process is set and running according to the policy.
- Audit the accuracy of new hires' data included on HRIS and ensure the system is updated.

Recruitment:

- Post the job vacancy through all recruitment channels to collect CVs.
- Screen & Select CVs that meet the job criteria.
- Make phone interviews for the candidates and set interview appointment with them.
- Conduct face to face interviews.
- Creating a recruitment plan as per recruitment requisitions received and budgets.
- Develop monthly and quarterly hiring analysis and reports.
- Assisting with completing background investigations.
- Build a comprehensive employee recruiting strategy.
- Sending job offers to the candidates.
- Prepares or updates employment records related to hiring, transferring, promoting, and terminating.
- Explains human resources policies, procedures, laws, and standards to new and existing employees.
- Ensures new hire paperwork is completed and processed.

- Assists in engagement programs and other employee relations work.
- Provides statistical information and reports as requested.

Payroll & Personnel:

- Handle personnel files, keep record and updated reports,
- Responsible for form 1, 2, 6 for all employees.
- Prepare and follow up employment contracts, renew it & sign them by the employees & advise line managers with due dates of probation period. (According to Egyptian labor law).
- Monitoring, Review and compare employees' attendance and applying HR policy for late arrival and absence.
- Track employees' absences (regular/irregular) and send legal warnings accordingly.
- Follow-up on each employee's annual leave, sick leave, and remaining balances.

Performance Management

- Coordinate the performance management process.
- Support managers in staff learning and development by recommending suitable learning and development courses and/or initiatives through e-Learning Portal and other suitable channels to develop high performing teams.

Organization Development:

- Analyzing business structures, procedures, processes, and the utilization of resources.
- Designing and implementing a variety of developmental initiatives, action plans, programs, and training materials.
- Interviewing personnel and facilitating targeted skills development initiatives.
- Consulting with the human resources department to guide the utilization, development, or hiring of personnel.
- Leading business optimization initiatives by conducting individual or group training sessions for personnel.
- Contributing to the restructuring of departments to increase efficiency and align activities with business objectives.
- Optimizing personnel utilization by increasing cross-functionality and interdepartmental cooperation.
- Measuring the impact of interventions on staff performance, efficiency, employee retention, and job satisfaction.
- Advising executives and senior managers and recommending efficient and cost-effective solutions for identified challenges.
- Documenting processes and presenting progress reports to executives and senior managers