

KHALED MOHAMED

HR Coordinator - Administrative Coordinator

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Professional Summary

HR Coordinator with 2 years of hands-on experience in administrative support and operational HR, specializing in employee records management and full-cycle recruitment coordination. Proven ability to ensure strict compliance with Egyptian labor laws and social insurance procedures, minimizing administrative errors and accelerating new hire onboarding. Focused on delivering tangible value by streamlining daily HR operations, facilitating government transactions, and maintaining stable, efficient workplace processes.

Core Competencies

- Full-Cycle Recruitment & CV Screening
- Employee Records & Personnel Files Management
- Manpower Planning & Hiring Needs Analysis
- Medical Insurance Administration & Social Insurance Procedures
- HR Documentation & Reporting

Professional Experience

HR Coordinator | BaytElKhebra Group Cairo, Egypt | June 2025 – Present

- Execute full-cycle recruitment: job posting, ATS resume screening, and interview scheduling.
- Administer HRIS and personnel files, tracking attendance and leaves for payroll processing.
- Manage social insurance and coordinate with labor offices, ensuring labor law compliance.
- Facilitate new hire onboarding and draft official HR documentation and employment contracts.

ATM Specialist | Egy Cash Cairo, Egypt | 2024 – May 2025

- Executed daily ATM cash replenishment, maintaining optimal cash levels and minimizing downtime.
- Coordinated secure cash-loading logistics and daily workflows with NBE branch managers.
- Monitored ATM performance, resolving operational issues and documenting service logs securely.
- Audited daily cash reconciliation reports, ensuring strict compliance with cash-handling procedures.

Education

Bachelor's Degree in Management Information Systems (MIS) | Tiba Academy, Cairo, Egypt | 2018 – 2022

- Graduation Project: Hospital Management System
- Grade: Excellent

Certifications

HR Diploma Create Your Career (CYC) | May 2025 – Aug 2025

- Successfully completed 100 hours of training handling all HR-related modules.

Technical Skills

- HRIS (Human Resources Information Systems) Administration
- ATS (Applicant Tracking Systems) & Database Management
- Microsoft Office Suite (Word, Excel) & Outlook Calendar

Soft Skills

- Strong Organizational Skills & Task Prioritization
- Effective Communication & Employee Invitation Management
- Meeting Coordination & Cross-Functional Collaboration

Languages

- **Arabic:** Native
- **English:** Professional Working Proficiency