

Maryam Azab

Senior HR Generalist

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PROFILE

Senior HR Generalist with 4 years of experience in recruitment, employee relations, HR operations, and compliance. Strong in data analysis, reporting, and supporting management with HR insights. Committed to creating a positive work culture and continuous professional development.

PROFESSIONAL EXPERIENCE

HR Generalist

Palmier Developments

Zayard Developments

Leadrs Developments

- Manage the full HR cycle for a real estate company, handling all HR functions end-to-end.
- Lead recruitment activities for different roles (administrative, sales, technical, and site positions).
- Handle onboarding, contracts, personnel files, and employee records.
- Manage employee relations, attendance, leaves, and disciplinary actions.
- Ensure compliance with Egyptian labor law and internal company policies.
- Prepare HR reports, headcount analysis, and management dashboards.
- Coordinate payroll inputs, benefits, and insurance processes.
- Support management with HR insights and workforce planning.

HR Generalist

Tradeline Stores

Recruitment Management: Responsible for all aspects of the recruitment process, from advertising job openings, screening resumes, conducting interviews, and selecting candidates.

•**Candidate Screening & Interviewing:** Conducted interviews and assessed candidates to ensure a match with the job requirements.

•**Onboarding Process:** Managed the onboarding process for new hires, including introducing company policies, conducting orientation, and ensuring a smooth transition.

•**Legal Compliance:** Handled legal documentation such as employment contracts, social security, and insurance matters for new and current employees.

•**Employee Relations:** Maintained effective communication with employees, addressing concerns and ensuring a harmonious work environment.

•**Recruitment Strategy:** Contributed to improving the recruitment process, reducing turnover rates, and enhancing employee satisfaction.

HR Compliance Officer

•**Labor Law Compliance:** Ensured the company's operations were compliant with local and international labor laws, including working closely with labor and social security offices.

•**Labor Union Negotiations:** Negotiated terms of employment with labor unions and represented the company in legal hearings and labor disputes.

•**Legal Representation:** Represented the company at government meetings and hearings regarding labor-related issues and compliance matters.

•**Policy Development:** Reviewed and updated company policies to ensure compliance with current laws and best practices. •**Employee Rights Advisory:** Provided legal advice to employees and management regarding their rights and obligations under labor law.

Employee Benefits Specialist

•**Benefits Administration:** Managed employee benefit programs such as health insurance, retirement plans, and paid time off, ensuring fair and effective coverage for employees.

•**Cost Analysis:** Analyzed and managed the cost of benefit programs to ensure a balance between comprehensive coverage and company budget.

•**Employee Benefits Counseling:** Provided guidance to employees regarding their benefit options and addressed any inquiries related to their benefits.

•**Regulatory Compliance:** Monitored changes in laws and regulations regarding employee benefits and ensured the company's benefit programs were compliant with the latest legal requirements.

Personal & Payroll Specialist

Personal Administration:

- Employee Data Management:** Maintained and updated employee personal information in accordance with company policies and privacy laws.
- Employee Records Management:** Managed onboarding and offboarding processes, ensuring the proper collection and submission of employee data.
- Employee Relations:** Acted as a point of contact for employees regarding changes in their personal information and ensured smooth communication and documentation.

Payroll Management:

- Payroll Processing:** Managed monthly payroll for employees, including calculations for working hours, bonuses, deductions, and taxes.
 - Payroll Reporting:** Produced monthly payroll reports, ensuring timely payments and compliance with financial regulations.
 - Deductions & Contributions:** Handled payroll deductions including social security, taxes, and insurance, ensuring compliance with local and international regulations.
 - Employee Queries:** Addressed any payroll-related inquiries from employees, ensuring clarity and resolving any discrepancies.
- Training & Development Specialist
- Training Needs Analysis:** Assessed training needs across departments based on employee performance, business objectives, and market trends.
 - Program Design & Delivery:** Designed and implemented training programs aimed at improving both technical and soft skills for employees at all levels.
 - Workshops & Seminars:** Organized and conducted workshops, seminars, and training sessions to enhance employee knowledge and skills.
 - Training Effectiveness Evaluation:** Measured the success of training programs through post-training evaluations, feedback, and performance reviews.
 - Leadership Development:** Developed and delivered leadership training programs to enhance managerial skills and foster a culture of effective leadership within the company.
 - Employee Career Guidance:** Provided career counseling to employees, guiding them toward appropriate development opportunities to advance within the organization.

Junior Lawyer

Ahmed Maher's Office

Legal Assistant at Ahmed Maher Mattahna's Office Advised clients on a variety of labor and social security law matters, including employment contracts, wage and hour disputes, and social security benefits. Drafted and negotiated legal documents. Represented clients in court and at administrative hearings. Drafted and negotiated legal documents. Provided legal advice to clients.

EDUCATION

Bachelor's Degree in Law, Cairo University

Master's Degree in Public Law & Administrative Sciences

LANGUAGES

English

CERTIFICATES

HR Professional Certificate at HCC - Human Capital Community (100 Hours)
, Feb: June 2023 • HR Planning & Strategy • Recruitment and Selection • Performance Management System • Learning and Development • Compensation and Benefits • Personnel / Labor Law • payroll preparation • HR Project: Applying HR functions to a company

LINKEDIN Human Resources:
Managing Employee Problems
LINKEDIN Strategic Human Resources

COURSES

Advanced Executive Excel

Specialized training in advanced Excel techniques, data analysis, and reporting tools

SKILLS

Time Management
TeamWork
Interviewing

Labor Law
Communication
Multi Tasking