

Mostafa Abdelghani

HR Specialist | Talent Acquisition | Payroll & HR Operations | SAP ERP
Cairo, Egypt | Open to Relocation – GCC (KSA | UAE | Qatar | Kuwait)
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PROFESSIONAL SUMMARY

Results-oriented HR Specialist with 3+ years of progressive experience managing full HR operations for organizations exceeding 350 employees across healthcare and industrial sectors. Proven expertise in high-volume recruitment (80+ hires), payroll administration using SAP ERP, and KPI-driven workforce performance tracking. Demonstrated ability to streamline hiring processes, ensure payroll accuracy, and enhance employee engagement. Currently seeking HR opportunities across GCC markets.

KEY ACHIEVEMENTS

- Managed HR operations for workforce exceeding 350 employees.
- Successfully recruited 80+ employees across operational and administrative roles.
- Achieved over 90% recruitment targets within defined deadlines.
- Improved recruitment cycle efficiency and reduced hiring delays.
- Ensured accurate payroll processing using SAP ERP system.
- Generated HR analytical reports supporting management decision-making.

PROFESSIONAL EXPERIENCE

HR Specialist – Ben El-Yemeni Company (2023 – Present)

- Lead full-cycle recruitment (sourcing, screening, interviewing, onboarding).
- Manage personnel files, contracts, and compliance documentation.
- Execute payroll processing via SAP ERP system.
- Monitor HR KPIs including turnover rate, absenteeism, and recruitment metrics.
- Handle employee relations and HR policy implementation.
- Support workforce planning and organizational structuring.

HR Specialist – Al Tadawi Hospital (2022 – 2023)

- Supported HR operations within healthcare environment.
- Coordinated recruitment for medical and administrative staff.
- Managed attendance, leave tracking, and HR documentation.
- Assisted in payroll preparation and performance evaluation processes.

EDUCATION

Bachelor of Management Information Systems – Future Academy (2019)
Grade: Very Good

CERTIFICATIONS

HR Management Certification – Ahmed Akil

TECHNICAL SKILLS

- SAP ERP
- Crystal ERP
- Microsoft Excel (Advanced)
- Microsoft Office Suite

LANGUAGES

Arabic: Native

English: Professional Working Proficiency