

YOUSRA IBRAHIM HASHEM

HR Generalist | Recruitment | Payroll | Employee Relations | Personnel

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PROFESSIONAL SUMMARY

HR Generalist with solid experience in employee relations, recruitment, payroll, personnel administration, and HR operations. Skilled in managing employee lifecycle processes, supporting compensation and performance management, and maintaining HR records with accuracy and confidentiality. Experienced in HR reporting using Excel and ensuring compliance with labor policies in fast-paced environments.

CORE COMPETENCIES

- HR Operations
- Employee Relations
- Recruitment & Selection
- Onboarding & Offboarding
- Payroll Processing
- Personnel Administration
- Compensation & Benefits
- Performance Management
- Training & Development
- HR Policies & Compliance
- HR Reporting (Excel)

PROFESSIONAL EXPERIENCE

HR Generalist | Modern School

Oct 2025 – Present

Employee Relations

- Address employee concerns and resolve workplace issues in a timely and professional manner.
- Handle employee relations cases including disciplinary actions and performance issues.
- Promote a positive and inclusive work environment.
- Support employee engagement initiatives and company events.

Recruitment & Onboarding

- Partner with hiring managers to understand staffing needs and recruitment strategies.
- Source and screen candidates via job boards, social media, and referrals.
- Conduct interviews and evaluate candidates' fit.
- Manage onboarding process including documentation, orientation, and training.

Compensation & Benefits

- Assist in administration of compensation and benefits programs.
- Ensure compliance with labor laws and company policies.
- Support salary analysis and compensation data review.

Payroll

- Support monthly payroll processing with accuracy and timeliness.
- Verify attendance, overtime, and leave records.
- Ensure compliance with payroll policies and labor regulations.

Personnel Administration

- Maintain and update employee records and HR databases.
- Prepare HR documents including contracts and official letters.
- Manage employee lifecycle documentation (hiring, resignations, terminations).

- Ensure data accuracy and confidentiality.

Performance Management

- Support performance management systems implementation.
- Assist in performance reviews and development plans.
- Track employee performance and prepare HR reports.

Training & Development

- Identify training needs and support development programs.
- Stay updated with HR best practices and industry trends.

Organizational Development

- Support development of HR policies and procedures.
- Contribute to improving organizational effectiveness and performance.

HR Coordinator | Modern School

Oct 2023 – Sep 2025

- Supported recruitment, onboarding, payroll preparation, and personnel administration.
- Maintained employee records and assisted in HR reporting activities.
- Assisted in daily HR operations and employee data management.

French Teacher | Modern School & Kinder Nursery

Aug 2019 – Sep 2023

- Delivered French lessons and managed classroom coordination and communication.
- Developed communication, organization, and interpersonal skills through daily interaction with students and staff.

EDUCATION

Bachelor's Degree – French Language

Helwan University – Faculty of Education (2018)

HR Diploma – HR Passport (SHRM Certified)

May 2025 – Nov 2025 | Grade: A+ Highest Ranking Student

Covered: Recruitment, Payroll, Compensation & Benefits, Performance Management, Labor Law, AI for HR, Excel for HR, Business Writing & HR Soft Skills

LANGUAGES

- Arabic – Native
- English – Fluent
- French – Very Good