

Omar Gamal Samy

HR Specialist

Location: Giza -Munib
Military Status: Exempted
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Career Objective

Experienced HR Specialist who develops, recruiting, and onboarding, has a continuous learning mindset, passionate about public speaking, and empower new calibres

EDUCATION

Bachelor's Degree

2019 – 2023

HR Diploma GUC

Jun 2025 – Dec 2025

Data Analysis Diploma

Epsilon AI

March 2026 _July 2026

Bachelor of Business Administration from **Cairo University**

Studying all Human Capital (Talent Acquisition, Organizational Design, Performance management, Training and development, compensation, and Talent management)

Data Cleaning, Design Dashboard, Interactive Reporting, Data Modelling, Dax Calculations, Power Query, Power Pivot, Interactive visualization

WORK EXPERIENCE

King's School the crown (British school)

HR Specialist

Jan 2026 – Present

- Support **recruitment** by checking the candidate background.
- Coordinate **onboarding** logistics (welcome packs, ID cards, IT access, induction schedule).
- Maintain employee's **files** (hard and soft copies), ensuring completeness and accuracy.
- Register new employees and process leavers with the Social Insurance Authority.
- Record the monthly report for **attendance**
- Enroll staff and dependents in the school's **health insurance** scheme.
- Liaise with Egyptian authorities.
- Prepare reports and documentation for government inspections.

LX Pantos Logistics (LG Electronics group)

HR Specialist

Jan 2024 – Jan 2026

- Manage end-to-end employee life cycle through **SAP SuccessFactors**, including hiring, data updates, grading, and benefits adjustments.
- Responsible for all onboarding process (IT support – Transportation- Data)
- Provide guidance to managers and employees on HR policies and procedures.
- Support **compensation**, payroll, and **performance** cycles, ensuring accuracy and fairness across departments.
- Conducted **job analyses** and job description for optimizing resource allocation.
- Prepare **HR analytics** and workforce reports (headcount, turnover, labor cost) to support business planning.
- Administering **employee benefits** programs (Medical, vouchers back to school, etc)
- Drive process improvement and cost-optimization initiatives within HR operations and benefits administration.
- Reviewing Salary Calculation **payroll** management

Extracurricular activities

Giza Toastmasters Club July-2024	Managed all media activities, including video production, social media posts, and posters, using Canva; enhanced public speaking, leadership, and communication skills.
Rise up summit Feb-2023	worked together with the F&B Team and investor experience to ensure that more than 12 vendors could support more than 15 thousand attendees, as well as over 1,000 speakers and VIP guests, with ease.
Mediterranean Youth Foundation Aug-2021	I was appointed vice president of the organization's human resources office, which includes more than 30 people. We were working on more than five projects with the government institutions and the European Union.

COURSES

- Effective Business Communication - **AUC** (November 2024)
- McKinsey forwards program Online (Dec 2022)
- Data analysis challenger.

SKILLS

<u>Computer Skills</u>	<u>Language</u>
Excel	English: C1 Flaunt Arabic: Native
Power Point	
Canva	
HR System (SAP SuccessFactors)	
Data Analysis	