

Ahmed Ibrahim

HR Specialist | HR Operations & HRIS

Phone: 01555033568 | Email: ai720943@gmail.com | Location: Giza, Egypt

PROFESSIONAL SUMMARY

Results-driven HR Specialist with over 8 years of progressive experience at Eastern Company Egypt. Proven expertise in HR operations, compensation and benefits, payroll support, employee transportation management, and medical insurance coordination. Demonstrates solid knowledge of the full recruitment cycle through hands-on HR exposure, a Talent Acquisition certification from HRCI, and ongoing freelance recruiting work sourcing and screening candidates for external clients. Proficient in HR Access system, advanced Excel, Power BI, SharePoint, Power Apps, and AI-driven tools. Consistently transforms manual HR workflows into efficient digital systems that drive measurable results.

PROFESSIONAL EXPERIENCE

Freelance Recruiter (Part-Time) | Self-Employed

May 2026 - Present

Concurrent with full-time role at Eastern Company Egypt.

- Sourcing and screening candidates for client companies across various industries via LinkedIn, Wuzzuf, and Forasna.
- Conducting phone and video screening interviews to assess candidates' qualifications, experience, and cultural fit.
- Managing the end-to-end recruitment cycle: job posting, CV screening, shortlisting, interview coordination, and offer follow-up.
- Building and maintaining a talent pipeline across multiple sectors to support clients' recurring hiring needs.
- Applying HRCI Talent Acquisition certification and full-cycle recruitment expertise to deliver qualified candidates within client timelines.

HR Specialist - Medical Insurance Department | Eastern Company Egypt

January 2026 - Present

- Coordinating employee medical insurance with Seha One and family insurance with Wadi El-Nile.
- Reviewing and auditing payment authorizations in collaboration with Locktum company.
- Managing insurance claims and ensuring compliance with medical coverage policies.

HR Specialist - Employee Transportation Department | Eastern Company Egypt

June 2023 - January 2026

Key Responsibilities:

- Redesigned the transportation database covering 406 active routes (reduced from 450) serving 5,793 employees across multiple governorates.
- Managed vendor relationships with Sofitel Smart Transport and Al-Awf companies, and maintained company-owned MCV fleet records.
- Built delay tracking system with automated penalty calculations using nested IF formulas based on contract SLA.
- Digitized all department forms using Excel with VLOOKUP and FILTER; automated seating arrangements sorted by seniority.
- Deployed Microsoft SharePoint as collaborative platform with role-based access, enabling full remote work capability.
- Built Copilot Studio AI agent to automate complaint intake via Microsoft Forms, logged to SharePoint.
- Developed Power Apps application for real-time vehicle attendance tracking with GPS location.

Key Achievements:

- Reduced fleet from 450 to 406 routes through Power BI data analysis, saving significant operational costs.
- Built executive Power BI dashboard covering 5,793 employees, 384 active routes, and vendor performance metrics.
- Implemented AI-powered complaint management system using Copilot Studio, eliminating manual complaint handling.
- Enabled full remote work for the department through SharePoint deployment with role-based access controls.

HR Specialist - Loans, Advances & Payroll Support | Eastern Company Egypt 2018 - June 2023

Key Responsibilities:

- Digitized 7,500+ employee loan and advance records into a structured Excel database.
- Automated payment authorization forms using VLOOKUP, IF, DATEDIF formulas and Macros.
- Managed end-to-end loan processing with Nasser Social Bank for loans up to EGP 20,000.
- Supported payroll operations including salary deductions, loan installments, and overtime calculations.
- Coordinated with social insurance authorities for employee insurance compliance.

Key Achievements:

- Digitized 7,500+ manual employee records, eliminating paper-based processes entirely.
- Led company-wide office supplies assessment: audited all departments, unified categories, built Power BI dashboards, and reduced procurement budget by 30%.
- Developed bi-annual procurement plan per sector, coordinating directly with Procurement department.

HR Recruitment Assistant & HR Access Operator | Eastern Company Egypt 2017 - 2018

Key Responsibilities:

- Operated HR Access system to register new employee data and extract job information including titles, descriptions, hire dates, and salary structures.
- Generated workforce analytics reports from HR Access, transforming data into Power BI dashboards covering age distribution, headcount by sector, managerial ratios, and employees approaching retirement.
- Monitored public holiday attendance through HR Access to support transportation planning decisions.
- Assisted in recruitment and onboarding of blue-collar workers including candidate screening and documentation.

Key Achievements:

- Built comprehensive workforce Power BI dashboard from HR Access data, providing management with real-time visibility into headcount, age distribution, and departmental structure.

Quality Control Inspector | Eastern Company Egypt

2017

- Conducted quality control inspections before transitioning to the HR department.

EDUCATION

Bachelor of Arts - Sociology | Faculty of Arts, Cairo University | Graduation: 2018 | Grade: Good

CERTIFICATIONS

- Foundations of Project Management - Google | Issued: September 2025
- Human Resources Analytics - UC Irvine via Coursera | Issued: September 2025
- Strategic HRM: Talent, Performance and Compensation Design - Coursera | Issued: September 2025
- Talent Acquisition - HRCI via Coursera | Issued: December 2025

KEY SKILLS AND TECHNICAL PROFICIENCIES

HR Operations: Compensation and Benefits | Loans and Advances | Payroll Support | Medical Insurance | Employee Transportation

Recruitment: Full Recruitment Cycle | Job Analysis | Competency-Based Interviewing | ATS Systems | Onboarding

HRIS: HR Access | Employee Data Management | Workforce Analytics | HR Reporting

Microsoft Excel Advanced: VLOOKUP | Nested IF | DATEDIF | FILTER | COUNTIF | Macros | Database Design

Microsoft Power Platform: Power BI | Power Apps | SharePoint | Copilot Studio | Microsoft Forms

Labor Law and Compliance: Egyptian Labor Law | Social Insurance | Employee Rights

Soft Skills: Analytical Thinking | Process Improvement | Attention to Detail | Self-Learning

LANGUAGES

Arabic: Native

English: B2