

ALI ELMELEGY

Senior HR Generalist

Human Resources | HR Operations | HR Personnel & Payroll | Employee Relation | HR Talent Acquisition Recruiter

CONTACT

Aliabdelhameedo70@gmail.com

(20)1128234588

<https://www.linkedin.com/in/aly-abdelhameed-85399a>

PROFILE

" Well-organized Human Resources professional bringing [5] years of superior performance in fast-paced HR environments. Communicative and decisive with focus on improving and retaining quality in HR administration, payroll and recruiting.."

WORK EXPERIENCE

April 2025 – PRESENT

HR GENERALIST | Advanced Food Industry (AFI)

- Administered payroll accurately, ensuring timely payment processing while minimizing errors in calculations or deductions.
- Reviewed existing policies and procedures to make recommendations for enhancing work productivity, recruitment, hiring processes, and talent management.
- Planned and managed recruitment activities for new hires using strategic personnel, staffing, and position management practices.
- responsible for medical administration processes (employee medical additions, deletions, and related updates).
- Handling banking procedures, contracts, and all required documentation including signatures and official paperwork.
- Preparing social insurance documents (Forms 1 & 6) for submission to the responsible officer, with responsibility limited to preparation only.

Sep 2023 – April 2025

HR GENERALIST | ORCHIDIA PHARMACEUTICAL

- "Responsible for payroll and HR management.
- "Focused on recruitment and employee relations.
- "Skilled in managing personal employee documentation.
- "Developed training programs to enhance employee skills and performance."

JAN 2023 – AUG 2023

HR Specialist | REHLETK TOURISM

- "Administered payroll and HR activities efficiently."
- "Led recruitment and onboarding of new employees."
- "Maintained personal employee files and records."
- "Managed procurement and purchasing procedures."

FEB-2021 - JAN 2023

HR Coordinator | KANDIL EGYPT |

- "Managed payroll processes, ensuring accurate employee compensation."
- "Conducted interviews to assess and select top candidates."
- "Collaborated with teams to enhance recruitment strategies."

EDUCATION HISTORY

AUG -2016 – 2020

- Bachelor's Degree In accounting & Business Administration
English Section - [Future academy eg](http://Future.academy.eg)

INTERESTS

"Passionate about drawing and painting."
"Enjoys listening to music daily."
"Active in various sports activities."

LANGUAGES

Arabic
English

SKILLS

- Problem solving
 - Flexibility
 - Communication
 - Organization
 - Critical thinking
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