

Eslam Mohamed Mohamed

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PROFESSIONAL SUMMARY

Versatile HR and Sales professional with an HR Diploma and expertise in talent acquisition, performance management, and organizational development, enhancing workforce efficiency. Proven success in real estate sales, negotiation, and client relations, driving business growth. Strong technical skills in network troubleshooting, digital support, and customer experience, ensuring seamless operations. A results-driven strategist, optimizing HR processes, business performance, and operational excellence across diverse industries.

KEY COMPETENCIES

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| • Recruitment & Talent Acquisition | • Training & Development | • Labor Law & Compliance |
| • Employee Relations | • Workforce Planning | • Employee Engagement |
| • Performance Management | • Organizational Development | • Conflict Resolution |
| • HR Policies & Compliance | • Compensation & Benefits | • C++ and Visual Basic |
| • Payroll & Benefits Administration | • HR Data & Analytics | • Microsoft Office |
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EXPERIENCE

Hr generalist

Wadi Elneel Benta for pharmaceutical and Devices SAE , march 2026 till now

- Managed daily HR operations and provided support across all HR functions.
- Administered employee onboarding and offboarding processes, ensuring a smooth employee experience.
- Maintained and updated employee records, HR databases, and personnel files.
- Assisted in recruitment activities, including sourcing, screening, interviewing, and hiring candidates.
- Coordinated employee orientation programs and facilitated new hire integration.
- Supported performance management processes, including performance reviews and employee evaluations.
- Addressed employee relations issues and provided guidance on HR policies and procedures.
- Assisted in developing and implementing HR policies, procedures, and best practices.
- Managed attendance, leave records, and employee benefits administration.
- Coordinated training and development programs to enhance employee skills and performance.
- Ensured compliance with labor laws, company regulations, and HR standards.
- Prepared HR reports and analyzed workforce data to support management decision-making.
- Handled employee inquiries regarding payroll, benefits, policies, and workplace matters.
- Supported employee engagement initiatives and organizational development activities.

HR Talent Acquisition

Blaban , jun 2025-march 2026

Job Analysis and Design

- Understanding the requirements and responsibilities of open positions to create accurate job descriptions.
- **Sourcing Candidates:** Utilizing various channels to find suitable candidates, including job boards, social media, and professional networks.

- **Screening Resumes:** Reviewing applications and resumes to shortlist candidates based on qualifications and experience.
- **Conducting Interviews:** Organizing and conducting interviews, both over the phone and in person, to evaluate candidates' skills and fit for the company culture.
- **Coordinating Assessments:** Developing or coordinating skills assessments, tests, or assignments relevant to the job.
- **Building Relationships:** Networking with professionals in the industry and maintaining relationships with potential candidates for future openings.
- **Employer Branding:** Promoting the company as an attractive place to work through various channels, enhancing its reputation in the job market.
- **Managing Recruitment Process:** Overseeing the entire recruitment process, from job posting to onboarding, ensuring a smooth experience for both candidates and hiring managers.

HR Talent Acquisition

MIRUKI Studio, Jun 2024 – Jun 2025

- Developing and implementing recruitment strategies to attract top talent.
- Sourcing and screening candidates through resume reviews and interviews
- Conducting phone screens and coordinating in-person interviews
- Negotiating job offers and coordinating the onboarding process for new hires.
- Building relationships with universities, job fairs, and other recruitment sources
- Ensuring compliance with equal employment opportunity (EEO) regulations
- Participating in employer branding initiatives to attract and retain talent

Sales Consultant

Nest Company for Real Estate, New Cairo, Egypt | Jun 2023 – June 2024

- Build and maintain strong relationships with clients, offering tailored property solutions and ensuring seamless buying or leasing experience.
- Conduct in-depth market research to stay updated on property trends, pricing strategies, and competitive developments.
- Successfully guide clients through the property purchasing process, from initial consultation to contract closing, utilizing strong negotiation skills to secure the best deals.
- Proactive generating leads through networking, referrals, and digital marketing strategies, contributing to increased sales and company growth.
- Provide professional and transparent consultations, ensuring customer satisfaction and long-term trust in real estate transactions.

Network Engineer – Technical Support & Digital Support

WE Company, Nasr City, Cairo, Egypt | Jan 2021 – Apr 2023

- Diagnosed and resolved complex network-related issues, ensuring seamless connectivity and minimal downtime for customers.
- Provided real-time assistance through various digital support channels, enhancing the efficiency of customer care operations.
- Monitored network performance, identified potential risks, and implemented proactive solutions to maintain service stability.
- Delivered high-quality support, improving customer satisfaction through prompt issue resolution and clear technical guidance.

HR Generalist – Recruitment & Organization Development

Dar and Tanmia Company, Giza, Egypt | Oct 2019 – Jan 2021

- Managed end-to-end recruitment processes, including job posting, candidate sourcing, interviewing, and onboarding, ensuring the selection of top talent.
- Maintained employee records, handled contracts, and ensured compliance with labor laws and company policies.
- Developed and implemented performance appraisal systems, set KPIs, and provided feedback to enhance employee productivity and engagement.
- Assisted in workforce planning, succession planning, and company structure improvements to align with business objectives.

TRAINING EXPERIENCE

HR Management Training – The Arab Contractors (Cairo, Sheraton Branch)

Gained hands-on experience in human resources management, including recruitment, personnel administration, and organizational development.

HR Management Training – El Rashidi El Mizan

Developed practical knowledge in HR operations, employee relations, and performance management within a corporate environment.

Exporting, Sales Management Training, Storing Management and Production Management Training – BIC Company

I acquired expertise in international trade, sales strategies, and supply chain management.

Learned about warehouse operations, inventory control, and logistics planning for efficient supply chain management.

Gained insights into manufacturing processes, production planning, and operational efficiency.

CERTIFICATIONS

- HR Diploma from EgyCham (HRCI)

EDUCATION

Bachelor’s degree in business administration technology

Higher Technological Institute | 2017

Grade: Very Good

LANGUAGES

- Arabic | Native
 - English | Very Good
 - Germany | Beginner
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