

Amani Ashraf

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Summary

HR Business Partner

Experienced and strategic HR professional with a strong background in talent acquisition, payroll management, social insurance, employee relations, and HR strategy. Adept at working with CEOs, leadership teams, and department heads to align HR initiatives with business objectives. Skilled in recruitment, onboarding, and labor law compliance, performance management, and HR policies, driving organizational growth and workforce efficiency.

With a deep understanding of HR best practices and labor regulations, I thrive in fast-paced environments that require strategic decision-making, process optimization, and employee engagement initiatives. Passionate about developing HR solutions that enhance company culture, streamline operations, and support business success.

Core Competencies

- ✓ Talent Acquisition & Workforce Planning – **Identifying hiring needs, sourcing top candidates, and managing recruitment strategies.**
 - ✓ Payroll & Social Insurance Management – **Processing salaries, deductions, benefits, and ensuring tax compliance.**
 - ✓ Employee Relations & Labor Law Compliance – **Resolving conflicts, handling grievances, and maintaining legal adherence.**
 - ✓ Performance Management & Leadership Development – **Designing evaluation processes, coaching managers, and fostering career growth.**
 - ✓ HR Policies & Organizational Development – **Crafting policies, maintaining employee handbooks, and ensuring company compliance.**
 - ✓ Onboarding & Employee Engagement – **Managing induction programs, cultural integration, and engagement strategies.**
 - ✓ HR Data & Analytics – **Generating reports, tracking HR metrics, and making data-driven decisions.**
 - ✓ Compensation & Benefits Administration – **Managing salary structures, bonuses, and employee benefit plans.**
- Developing HR solutions that enhance company culture, streamline operations, and support business success.

HR Business Partner - ACKD Consult

📍 **DURATION: MAY 2025 TILL DATE**

KEY RESPONSIBILITIES:



Payroll & Social Insurance Management

- Processed monthly payroll, ensuring accuracy in salaries, overtime, deductions, and tax compliance.
- Managed social insurance registrations, updates, and terminations in accordance with labor laws.
- Ensured full compliance with local labor regulations, tax requirements, and internal policies.
- Coordinated closely with the finance team and government bodies on payroll matters.

Employee Relations & Compliance

- Acted as a key HR point of contact, addressing employee concerns and resolving workplace conflicts.
- Oversaw leave management, ensuring adherence to policies and legal standards.
- Supported performance appraisal cycles and contributed to employee development plans.
- Maintained up-to-date HR policies, procedures, and employee handbooks.

Talent Acquisition & Workforce Planning

- Collaborated with department heads and the team in Saudi Arabia to identify hiring needs.
- Designed and implemented recruitment strategies to attract top engineering talent.
- Sourced, screened, and interviewed candidates to ensure strong cultural and technical alignment.
- Managed mass hiring campaigns for urgent roles while maintaining high-quality standards.
- Led onboarding processes to ensure smooth integration of new employees.

Recordkeeping & Reporting

- Maintained accurate records of employee data, payroll information, and benefits enrollment.
- Generated detailed reports on hiring trends, payroll analytics, and workforce planning.

HR Strategy & Executive Support

- Partnered with leadership and the Saudi HR team to align HR efforts with business goals.
- Provided HR analytics, hiring insights, and workforce reports to support strategic decisions.
- Contributed to the development and rollout of scalable HR policies and procedures.

HR Business Partner – INSPIRE FOR DESIGN AND BUILD (Startup)

📌 DURATION: JANUARY 2025 TILL MAY 2025



KEY RESPONSIBILITIES:

✓ Talent Acquisition & Workforce Planning

- Identify hiring needs by collaborating with department heads and the CEO.
- Develop and implement recruitment strategies to attract top engineering talent.
- Source, screen, and interview candidates, ensuring a strong cultural and technical fit.
- Manage mass hiring for urgent vacancies while maintaining quality standards.
- Oversee the onboarding process, ensuring a smooth transition for new hires.

✓ Payroll & Social Insurance Management

- Process monthly payroll, ensuring accuracy in salaries, overtime, deductions, and tax compliance.
- Handle social insurance enrollments, updates, and terminations for employees.
- Ensure compliance with local labor laws, tax regulations, and company policies.
- Coordinate with the finance team and government authorities on payroll-related matters.

✓ Employee Relations & Compliance

- Act as a trusted HR advisor to employees, addressing concerns and resolving conflicts.
- Oversee employee leave requests, ensuring compliance with policies and labor laws.
- Manage performance evaluations and assist in developing career growth plans.
- Ensure all HR policies and employee handbooks are up-to-date and compliant.

✓ HR Strategy & Executive Support

- Work closely with the CEO and leadership team to align HR initiatives with business objectives.
- Provide HR insights, workforce analytics, and hiring reports for executive decision-making.
- Develop and implement HR policies and procedures to support company growth.

✓ Recordkeeping & Reporting

- Maintain accurate employee records, payroll documentation, and benefits enrollment.
- Generate HR reports on hiring trends, payroll data, and workforce planning

Senior talent acquisition specialist – RMC - raafat miller consulting

📌 DURATION: Aug 2024 to Jan 2025



KEY RESPONSIBILITIES:

Talent Sourcing & Strategic Hiring

- Sourced qualified candidates using job boards, social media, referrals, and networks.
- Partnered with hiring managers to define requirements and create job descriptions.
- Posted job ads and ensured alignment with current and future hiring needs.

Recruitment Cycle Management

- Managed full recruitment process: screening, interviews, shortlisting, and scheduling.
- Conducted HR interviews with a focus on competencies and cultural fit.
- Made hiring recommendations and extended job offers with clear terms and benefits.

Mass Hiring & Urgent Needs

- Led large-scale hiring projects under tight deadlines.
- Applied fast-track recruitment methods while ensuring quality and compliance.

Candidate Experience & Employer Branding

- Improved candidate engagement and employer image through events and communication.
- Represented the company at job fairs and university career programs.

Metrics, Retention & Compliance

- Tracked hiring KPIs (time-to-fill, quality of hire, probation success).
- Conducted exit interviews and contributed to retention planning.
- Ensured all processes complied with labor laws and optimized recruitment workflows.

Human Resource Specialist – YBA – Yasser Al Beltagy Architects

📍 DURATION: AUG 2023 TO AUG 2024

KEY RESPONSIBILITIES :



Recruitment & Talent Acquisition

- Identified hiring needs by collaborating with department heads.
- Sourced and attracted top candidates through job postings and recruitment campaigns.
- Screened resumes, conducted interviews, and facilitated selection processes.
- Managed onboarding processes to ensure a smooth transition for new hires.

Payroll & Benefits Administration

- Processed payroll, including salaries, overtime, deductions, and tax compliance.
- Managed attendance tracking, leave management, and employee benefits.
- Ensured payroll accuracy and resolved discrepancies.

Employee Relations & Compliance

- Addressed employee concerns and resolved workplace conflicts.
- Ensured compliance with labor laws and company policies.
- Assisted in performance evaluations and employee engagement initiatives.

HR Documentation & Reporting

- Maintained accurate employee records, contracts, and performance evaluations.
- Generated HR reports on payroll, hiring, and workforce planning.
- Contributed to developing and updating HR policies and procedures.

Andalusia Group

HR – Payroll & Personnel Specialist (Engineering)

DURATION: AUG 2022 – JULY 2023



KEY RESPONSIBILITIES:

- Managed monthly payroll processing, including salary, overtime, bonuses, deductions, and pay slips.
- Maintained accurate employee records related to hiring, transfers, terminations, leaves, and banking details.
- Handled employee absences and ensured disciplinary actions were taken in line with company policy.
- Ensured timely salary disbursement and compliance with labor laws and company regulations.
- Administered employee benefits (reimbursements, bonuses, overtime) and prepared standard payroll reports (MIS, analytics) for decision-making.
- Supported onboarding and orientation for new hires; finalized settlements for resigning employees.
- Responded to internal and external payroll-related queries.
- Issued probationary reports for support staff every 3 months and shared them with relevant stakeholders.

Andalusia Group

Recruitment Specialist (Engineering)

📍 DURATION: DEC 2021 – AUG 2022



KEY RESPONSIBILITIES :

- Sourced qualified candidates for current and future engineering vacancies.
- Partnered with hiring managers to define job criteria and draft job descriptions.
- Managed the full recruitment cycle: screening, shortlisting, and conducting HR interviews.
- Conducted structured interviews to assess technical and cultural fit using assessment centers.
- Monitored hiring metrics and probation period performance of new hires.
- Led mass hiring campaigns to meet urgent staffing needs within tight deadlines.
- Built and maintained a strong talent pipeline through proactive sourcing and fair selection processes.
- Conducted exit interviews to gather feedback and support retention strategies.

EDUCATION

Faculty of Commerce – Ain Shams University

Oct 2021

Bachelor of Commerce,

Arab Academy for Science, Technology and Maritime Transport

HRM Professional Diploma

LANGUAGES

English: Very good