

Mostafa Sayed Abd Elaziz

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Objective:

Seeking a challenging opportunity as HR Generalist with in a company where my academic background, experience and interpersonal skills can be applied and further developed.

Education:

- BSC of Social Work, Higher Institute of Social Work in Cairo , (June 2013).

Work Experience:

- Personnel Section Head at Afro Egypt Engineering Company. July 2017 – Current

Job Description

- Direct and control the staff of the personnel section to ensure that they are appropriately motivated and trained and carry out their responsibilities to the required standards.
- Develop and implement personnel policies to support business goals and to ensure that the company complies with legal requirements and best practice.
- Develop, implement and monitor all required personnel procedures relating to staff terms and conditions of employment to ensure that the company complies with legal requirements and best practice.
- Provide a comprehensive personnel advisory service to all company managers and staff to ensure that the company follows best practice in the management of its staff and to ensure compliance with legal requirements.
- Provide an employee relations service to the company, including negotiating with employee representatives on personnel issues, to ensure that harmonious relationships and effective communications are maintained between management and staff.
- Recommend and implement Compensation & Benefits reward policies and structures which ensure the effective recruitment and retention of high quality employees.
- Maintain comprehensive personnel records to ensure compliance with Equal Opportunities and other legal requirements and to provide information on staffing issues to the company and other relevant bodies.

HR Generalist at Afro Egypt Engineering Company. May 2014 to July 2017

Job Description

- Assist in talent acquisition and recruitment processes
- Conduct employee onboarding and help plan training & development
- Provide support to employees in various HR related topics such as leaves, compensation etc. and resolve issues and problems
- Promote HR programs to create an efficient and conflict-free workplace
- Responsible for Social Insurance.
- Responsible for Medical Insurance.
- Calculate Monthly benefits allowances

- Maintain Payroll sheet.

1- **3years of Experience as receptionist
In Go Events**

Title: receptionist

From: 1 jun 2010 to 1/3/2013.

Responsible for the following tasks:

- 1-Replay for calls
- 2- Handle customer
- 3-Solving problems
- 4-Prepare schedule
- 5- Organize meeting
- 6-Meet to customer
- 7-Prepare external schedule .

2- **I worked in some public jobs in my childhood, so that i can rely on myself not any person another to can building myself from myself.**

Achievements:

I have more skills related my experience and to ability achieve all requirements needs in market

Training courses:

- HR Management Diploma (30 hrs.)
@ EGY Cham accredited by Ain Shams University, June 2016.
- HR personnel & Egyptian labor law workshop (12 hrs.)
@grow skills, October 2015
- ICDL certification.

Skills:

- **Language skills:** Fluent Arabic, written and spoken.
Good English, written and spoken.
- **Computer skills:** Excellent user of Microsoft office and very good internet user and good uses software program .
- **Interpersonal skills:** A very hard worker, able to work under pressure, Accepts all challenges and ready to learn, A good team player and able to work with different nationalities.
- **Personal skills related my work :**
 - **Communication skills.**
 - **Active Listening**
 - **Critical Thinking**
 - **Coordination**
 - **Judgment and Decision Making**

Additional data:

- Date of birth: 3/11/1989
- military status : Permanently exempt
- marital status : married
- Nationality: Egyptian

“References will ready upon Request”