

Curriculum Vitae

Photo



Name: Hossam Matary

Address 30 Ahmed Ragheb St., Hawamdeya, Giza

Tel :0238127577

Mobile :01225404089

:01065066855

Email :h.matary74@gmail.com

OBJECTIVE

To lead and manage all HR functions, including recruitment, performance management, employee relations, training & development, compensation, and compliance, in alignment with the company's goals and values.

PERSONALS

- **Name** : Hossam Mohamed Mohamed Mohamed Matary
- **Gender** :Male
- **Martial Status** : Married
- **Birth date** : 9/11/1974

EDUCATION

- Diploma in Human Resources Management - Ain Shams University – Excellence- 2019
- *Bachelor of Arts – Mass communication Department - University of Zagazig-1996*

CERTIFICATES & COURSES ATTENDED:

- . A training Course in Management (Effective Communication, Time Management, Negotiation, Team work, work shop) from the Jadarat Center-2017
- Training course in the seven statistical tools in quality control from Kaizen Center-2009
- A training course in the field of social insurance for workers in the private sector from the Institute of Social Insurance-2008
- Training courses in the Egyptian labor law from the Ministry of Manpower-2008

LANGUAGE SKILLS

- **English** :Good
- **Arabic** : native.

COMPUTER SKILLS

- **Ms office:** Excellent

PERSONAL QUALITIES

- communication skills
- Driving skills
- Planning skills
- Ability to solve problems
- Strategic thinking skills
- Presentation skills
- Team Work
- negotiation skills
- Innovation skills
- Crisis Management
- Decision making

TECHNICAL SKILLS

- Develop strategic plans
- Job analysis
- Training needs analysis
- Performance evaluation
- Financial benefits and compensation
- Payroll Conversion

WORK HISTORY

1- Human Resource Manager Echo Media from May 2014 until now

Strategic Planning:

Develop and implement HR strategies aligned with the overall business plan and objectives.

Design organizational structures and workforce planning.

Recruitment & Talent Acquisition:

Manage full-cycle recruitment processes: job postings, screening, interviewing, and onboarding.

Ensure the attraction and retention of top talent.

Performance Management & Development:

Implement and manage performance appraisal systems.

Identify training needs and oversee the design and delivery of training programs.

Employee Relations & Compliance:

Ensure company policies comply with labor laws and internal guidelines.

Handle employee grievances and disciplinary actions in a fair and consistent manner.

Compensation & Benefits:

Oversee payroll, benefits administration, and compensation structures.

Benchmark salary data to maintain competitive and equitable pay practices.

HR Operations:

Supervise HR team members and ensure daily HR operations run smoothly.

Generate HR reports and analytics for decision-making.

3- Deputy Director of Human Resources
The newspaper and the site of Yom7
From March 2013 to January 2014

- Responsible for all recruitment activities for all departments (internal & external recruitment).
- Planning for manpower requirement for the company.
- Responsible for training programming & employee evaluation.
- Attending regular & irregular high management meeting.
- Responsible for applying company's roles & policies.
- Responsible to prepare & updated organization structure for the company.
- Responsible to prepare (job descriptions-job evaluations) for company's (departments, sections & units).

4- Head of the Human Resources Department
EI-Sewedy Electrical Insulators Manufacturing Company
From January 2010 to March 2013

5- Human Resource Specialist
EI-Sewedy Electrical Insulators Manufacturing Company
From February 2006 to December 2009

- Prepare the organizational structure of the institution, job placement and job analysis.
- Assignments, do personal interviews, prepare the necessary reports, and also interview those who left the job.
- Future planning for manpower inside the organization and providing training for workers in their field of work to raise their professional level.
- Follow-up of the movement of the attendance and departure of workers on fingerprint machines.
- Balance (leave, sick ...).
- A daily balance of attendance of managers.
- Daily absence daily work with review.
- Follow the movement of the labor force (inside, outside).
- Weekly absence journal with review.
- Transfer fees for employees / grants / visits to the clinic.
- Prepare the monthly incentive
- Extra workers (monthly, official holidays).
- Salary effects.
- Validity report (3 months, 1 year).
- Review the personnel files.
- New employment registration.
- Monthly report (attendance of managers, influences, grants).
- Targets (absence, pathology, injury).

6-Administrative official at the European 2000 company for cleaning works
from 2002 to 2005

- Monitor the movement of workers' attendance and departure
- Daily work absenteeism with audit.
- Follow the movement of the labor force
- Monthly reports of entry and exit of employment
- Renting apartments for workers and following up on the commitment to administrative housing

7-Sales Man for Power Air Conditioning Company
From 1998 to 2001

- Marketing, selling and concluding sales contracts for all types of adaptations