

Ehab A. Mohamed

Diarb Negm, Sharqia Governorate. Egypt
Mob: (+2) 01147812069 / E-mail: ehabmohamed4802@gmail.com

CAREER PROFILE

A Human Resources & Payroll Generalist with a progressive experience augmented by a strong post-secondary background in Human Resources, Accounting and Business Administration. Experienced in ***Payroll Administration, Benefits/Compensation Administration, Talent/Performance Management, Recruitment/Selection, Training/Development, HR Policy and Organizational Design, Contract Negotiation, Job Costing Analysis, People Management, Progress Improvement, and Strategic Planning.*** Sound knowledge of Labor Relations, Occupational Health & Safety, Pay Equity and other related labor laws. Proven ability to function as a Strategic HR Business Partner and develop and implement successful human resources management strategies to support corporate mandate.

PROFESSIONAL EXPERIENCE

Pioneers of Excellence Company, Riyadh, Saudi Arabia — 2013 – 2017
Human Resources Deputy Manager

Function as a HR Manager, responsible for the Payroll Administration, Benefits/Compensation, Training & Development, Recruitment/Selection and Employee Relations, reporting to the GM

- Coach managers on the process of evaluating employees, setting goals, conducting objective performance reviews, and recognizing and awarding performance to improve productivity
- Handle employee terminations, grievance and other difficult situations in a sensitive, fair and respectful manner, working closely with legal council, supervisors and management
- Identify talent and aspirations of individual employees and provide coaching aimed at motivating them to undertake the necessary training required to advance their careers within the company
- Develop job profiles and source candidates from major job boards; select, interview and hire 76 employees in collaboration with department managers
- Plan and develop on-the-job training programs for line employees and career development programs for managers with a focus on retaining existing talent and reducing employee turnover

House of Gulf Motors Co., Riyadh, Saudi Arabia — 2011 – 2013
Human Resources Deputy Manager

House of Gulf Motors Co., Riyadh, Saudi Arabia — 2009 – 2011
Human Resources Senior Executive

Function as a HR Deputy Manager, responsible for the Payroll Administration, Benefits/Compensation, Training & Development, Recruitment/Selection and Employee Relations.

- Coach managers on the process of evaluating employees, setting goals, conducting objective performance reviews, and recognizing and awarding performance to improve productivity
- Handle employee terminations, grievance and other difficult situations in a sensitive, fair and respectful manner, working closely with legal council, supervisors and management

- Identify talent and aspirations of individual employees and provide coaching aimed at motivating them to undertake the necessary training required to advance their careers within the company
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Al Husaiki Group., Riyadh, Saudi Arabia **2006 - 2008**
Human Resources Executive

Al Yamama Company for Trading & Contracting. Dammam, Saudi Arabia2003 - 2005
English Translator

- Translation of all the formal documents including letters, minutes of meetings, tenders, etc.

Grand Plaza Hotel, Hurghada, Egypt **2000 – 2003**
Reservation and Sales Executive

EDUCATION
Zagazig University, Zagazig, Egypt **– Bachelor degree in English language & literature, 1998**

Training Courses
Swiss Inn Hotels & Resorts, Cairo, Egypt **– Training in Communication, 2001**
Swiss Inn Hotels & Resorts, Cairo, Egypt **– Training in Team Work, 2001**

COMPUTER SKILLS
- Microsoft Office 2007 - Word, Excel, and PowerPoint

Personal Information:
DOB: 01/11/1975
Marital status: Married
Languages:
- **Arabic (Native)**
- **English (Speak – Read – Write) Fluent**

Notice Period: Immediately