



HATEM MOHAMED EL FARES AHMED

HR SUPERVISOR



00201000075899



hatemteta@gmail.com



Elsheikh Zayed – Giza – Egypt.

PERSONAL INFORMATION

Gender : Male.

Nationality : Egyptian.

Religion : Muslim.

Date of Birth : Sap 09–1979.

Place of Birth : Giza – Egypt.

Marital status : Married.

Military Service : Exempt.

EDUCATION

Qualification : LL. B Faculty of Law Arabic Section.

Grade : fair.

Graduation: June 2001.

LANGUAGE

Arbic : Native language

English : Very good

SKILLS

- Planning.
- Training.
- Team work.
- Flexibility.
- Listening.
- Adaptability.
- Problem Solver.
- Leadership Skills.
- Eye on details.
- Communication.
- Time Management.
- Proficient in Microsoft Office applications "Word & Excel Windows & Mac OS.

SUMMARY

DEDICATED, RESOURCEFUL HUMAN RESOURCES SENIOR SPECIALIST WITH LEGAL & CUSTOMER SERVICE BACKGROUND, I AM A CERTIFIED HR PROFESSIONAL AND PROJECTS MANAGEMENT PROFESSIONAL, WITH PRACTICAL UNDERSTANDING OF BUSINESS NEEDS ALONG WITH A CONSECUTIVE YEARS OF EXPERIENCE, FOCUSED ON DEVELOPING EFFICIENT PROCESSES USING KNOWLEDGE OF EMPLOYEE RELATIONS, LEGAL, GOVERNMENTAL REQUIREMENTS AND AUDITING, JOINED UP PROJECTS THAT IMPROVED EFFICIENCY WHILE MEETING DEADLINES AND BUDGET REQUIREMENTS.

CERTICATES & TRAINING COURSES

- Online with EGBank courses:
 - a. Anti–Money Laundering online **2021.**
 - b. Recruitment online **2021.**
- Communication Skills **2017.**
- EBI Communication your key to Success **2017.**
- EBI Operational risk management in banks **2016.**
- Seminar on Operational Risk Management **2014.**
- Civil defense and firefighting **2014.**
- Legislative amendments to the Labor Code and Social Security for the application and realization of justice **2013.**
- BI Modern trends in Banking commitment **2013.**
- EBI Working in team effectively **2013.**
- Institute of Occupational safety and Health **2011.**
- Training of members of occupational safety and health Committees **2011.**
- Banking Accounting **2010.**
- Comprehensive program HR **2008.**
- Egyptian Capital Market Association **2008.**
- Wages program **2007.**
- Anti Money Laundering **2004.**
- EBI Anti– Money laundering methods **2004.**

WORK EXPERIENCES

"2018 _ till now"

Organization : EG Bank.

Position : HR Section Head.

"2014 _ 2018"

Organization : EG Bank.

Position : HR Supervisor.

"2009 _ 2014"

Organization : EG Bank.

Position : Senior HR Generalist .

"2004 _ 2009"

Organization : EG Bank.

Position : Junior HR Specialist.

CAREER HISTORY

- • Lead and supervise the HR team, providing guidance, support.
- • Oversee the end-to-end recruitment process.
- • Develop and implement effective recruitment strategies to attract and retain top talent.
- • Manage personnel records and HRIS systems to ensure accurate and up-to-date.
- • Supervise and support employee relations initiatives.
- • Administer employee benefits programs, including enrollment, changes, and terminations.
- • Oversee the payroll administration process, ensuring accurate and timely payroll processing.
- • Collaborate with finance and ensure compliance with tax and labor regulations.
- • Stay up-to-date with employment laws and regulations, and ensure HR practices align with legal requirements.
- • Develop and implement HR policies, procedures, and guidelines to ensure consistency and compliance across the organization.
- • Lead and support HR projects and initiatives, such as performance management, employee engagement, and talent development programs.

- • Extensive experience in end-to-end recruitment processes, including job analysis, sourcing, screening, interviewing.
- • Responsible for the issuance of HR letters, such as: governmental letters & National IDs.
- • Ensure the highest quality applied while proceeding with the above mentioned. employees' requests (loans, visa, HR letters, National ID, pilgrimage & etc.....)
- • Responsible for Social insurance staff subscription.
- • Keep updated with new market trends in terms of applying the benefits in the lights of the law & bank regulations.
- • Ensure the correct functioning and implementation of permanent supervision, compliance and Money laundering, operational risk and workplace success guidelines whenever and whenever possible.
- • Ensure the correct adoption of policies and procedures in order to guarantee that the bank business is conducted in compliance with local laws, internal rules and regulations , as well as international standards.
- • Assist in the full-cycle recruitment process, including creating job postings, sourcing candidates, conducting interviews, and coordinating offers.
- • Conduct reference checks and background screenings on potential candidates to ensure their qualifications and suitability for the position.
- • Maintain accurate and up-to-date personnel records, including employee profiles, contracts, and performance evaluations.
- • Assist in the onboarding process for new employees, conducting orientations, and ensuring all necessary documentation is completed.
- • Assist in the administration of employee benefits programs, including enrollment, changes, and terminations.
- • Process payroll accurately and in a timely manner, ensuring compliance with legal requirements and company policies.