

Mohamed Alaa

HR Coordinator

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Professional SUMMARY

HR professional with extensive experience in managing employees and enhancing their skills. A proven track record in improving workplace environments and organizational performance. Seeking an opportunity in a dynamic work environment to support achieving corporate goals through my expertise in HR management, recruitment, and performance development

Professional experiences

HR Coordinator – Helnan International Hotel

July 2024 – Present

- Monitoring employee performance to ensure compliance with work standards.
- Managing social and health insurance and regularly updating records.
- Efficiently operating the *Maestro HR* management system.
- Investigating employee complaints and implementing necessary actions per internal policies.
- Enhancing employee skills through training and development programs.
- Planning HR strategies in alignment with market demands.
- Conducting interviews and recruiting top talents.
- Staying updated with labor law changes and ensuring full compliance.

Ahmed Ewes office

Jun2023 – present

- Training in contract drafting and applying Egyptian labor law.
- Attending court hearings and participating in legal investigations.
- Awaiting the issuance of my lawyer's association card.

EDUCATION

Bachelor of Law – Fayoum University

- Graduation: July 2023
- Grade: Good – GPA:2.22

SKILLS

Technical Skills

- Payroll, benefits, and compensation management.
- Contract drafting and application of labor laws.
- Proficient in Maestro HR Management System.
- Strong command of *Microsoft Office (Word, Excel, PowerPoint).

Soft Skills

- Communication and negotiation skills.
- Problem-solving and decision-making.
- Teamwork and leadership.
- Recruitment and training management.

KEY ACHIEVEMENTS

Developed the HR system by implementing strategic planning and hiring qualified staff, leading to a 15% increase in hotel revenue.

Certifications & Training

How to Be an HR Professional" Certificate – Trainer Ahmed Akl – SHRM 2025.

Awards & Activities:HR Employee of the Month – Helnan International Hotel (December 2024).

Languages

English: Good - German: Beginner