

Mohamed Ali

Human Resource Specialist

Contact

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Skills

Training development



Talent management



Contract Negotiation



Team Building



Risk management



Organizational Development



Multitasking Abilities



Work History

2016-08 -
Current

Human Resources Specialist

Arab contractor Company, Cairo

- Work at all Human resource departments.
- Contributed to annual performance appraisals by working with supervisors to achieve consistency and compliance with established procedures.
- Reviewed existing policies and procedures to make recommendations for enhancing work productivity, recruitment, hiring processes and talent management.
- Conducted workplace compliance training to reduce liability risks and operate effectively.
- Reviewed and screened applicant resumes to identify qualified candidates.
- Oversaw and managed hiring process and assisted human resources.
- Partnered with senior leadership to establish and develop corporate and HR policies and procedures.
- Performed timely project management within budget constraints for issues regarding executive leadership.
- Fielded employee inquiries related to insurance, pension plan, vacation, sick leave and employee assistance.
- Completed projects on time and under budget while resolving complex issues for senior leaders.

Education

2014-05 -
2018-05

Bachelor of Information Systems And Administrative

Higher Institute of Computers, And Information