

# Esmail Mahmoud Elsayed

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## Objective

Experienced HR expert with 6 years of experience in the HR field across various industries including (medical, technology, call center, tourism, logistics and banking), Data analysis diploma holder, Human resources Diploma holder AAST, 5 workshops including (Preparation & development of the managers, Payroll, Personnel, Recruitment and Organization Development).

## Professional Experience

### HR employee relations & Engagement supervisor at PDC

- **Duration:** Dec 2024-Present

**Duties & Responsibility:**

- Built dynamic HR dashboards using Power BI and Excel, which reduced manual reporting time by 30% and gave management a clear, real-time view of turnover and performance.
- Supervised the ER team in managing relations for a large-scale workforce of 8,000+ employees, ensuring all queries are resolved within 1 to 2 business days while maintaining full compliance with labor law.
- Designed a new engagement strategy that includes team-building activities and recognition programs to improve employee morale and workplace culture.
- Led the orientation sessions for new hires, making sure they understand their legal rights and feel integrated into the company from day one.
- Analyzed feedback from exit interviews to find the main reasons for leaving, providing management with practical ideas to reduce turnover.
- Managed the internal communication process to keep employees informed and ensure transparency between staff and leadership.
- Consulted with HR heads on the best practices for disciplinary actions and labor law compliance based on daily employee feedback.
- Organized and managed all HR-related documents and certificates, ensuring they are delivered accurately and on time.

### Senior HR employee relations & personnel at international Seera Company

- **Duration:** August 2022-Dec 2024

**Duties & Responsibility:**

- Prepare Monthly, yearly performance report and analyze metrics to team performance report.
- Dealing and making a strong relationship with the social insurance authority, Prepare, supply insurance forms 1,2,6 and the other forms and events.
- Dealing, communicating with labor office and prepare, supply Work permission, other forms.
- Responsible for the onboarding cycle for new joiners.
- Present the hiring documents in the induction session for newcomers.
- Maintain, update employment records and the data on the system for events, such as onboarding, offboarding, leaves, transfers, promotions.
- review contracts cycle (New hired, contract renewal).
- Follow up probation period cycle.
- Assisting in monthly payroll calculations.

### Human resources Generalist at Multinational Oppo Company

- **Duration:** August 2021- August 2022

**Duties & Responsibility:**

- Manage employee benefits and payroll, including processing payroll accurately and on time.
- necessary documentation, such as employee enrollment forms and salary details, to

ensure that employees are appropriately enrolled and covered by social insurance benefits.

- Preparing, supplying insurance forms with token, traditional way and communicate with insurance authority
- Preparing, supplying Work permission, other forms and communicate with labor office
- Process time management and follow up the attendance, absence, lateness and fingerprint.
- Process, maintain, develop employees' files
- Responsible for contracts for newcomers and renewal

## **HR personnel specialist at international AS-salam hospital**

• **Duration:** June 2020-July 2021

### **Duties & Responsibility:**

- Achieve the JCI accreditation.
- Preparing, supplying insurance forms and communicate with insurance authority
- Preparing, supplying Work permission and communicate with labor office
- Hire completion on sap for newcomers
- Process, maintain, develop employees' files
- Communicate with Medical syndicate authority.
- Communicate with License authority.

*Freelancer recruiter Duration: March 2020 – May 2020.*

*Contact center at Majorel Duration: July 2019 – Feb 2020.*

*technical support at WE Duration: 2016 – 2017.*

## **Courses**

- Data analysis diploma.
- Preparation & development of the managers workshop August 2023.
- HRM Diploma at Arab Academy (AAST) 2022.
- Payroll Workshop at Passport (15 h) - 2021
- Personnel (18 h) – 2020 (Online)
- Recruitment & Selection Workshop (18 h) – 2020 (Online)
- Organization Development (18 h) – 2020 (Online)
- Advanced Excel (2015)

## **Data Analysis Projects**

- HR Attrition projects.
- Salla Work force analysis.
- Adidas financial analysis.
- Marketing Dashboard.

## **Education**

*Faculty of Commerce– Cairo University (2017)*

*Major: Accounting Acceptable grade.*

## **Skills**

- **Language:** Very good in speaking and writing English.
- **Computer:** Excellent Microsoft office user.
- **SAP user & SAP Success factors & Odoo user.**
- **Data Analysis:**
  - ✓ (Advanced Excel & Power BI & SQL & Tableau & Python basics)
- **Personal Skills:**
  - ✓ (Leadership & Creative Thinking & Commitment)

## **Personal Information**

- Marital Status: Married
- Military status: performed.