

# MOHAMED ZIDAN ELSAYED

## HR ASSISTANT

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### SUMMARY

Throughout my career in HR, I have focused on ensuring employee satisfaction by developing relationships and always being close to them to make them happy, love their work, help them solve their problems and take care of them I look forward to leveraging this ability to build meaningful relationships as an HR Assistant and Recruiter

Manage employee orientation process, facilitate smooth integration. Address employee concerns and maintain confidentiality of HR documents and information in compliance with legal standards

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### PROFESSIONAL EXPERIENCE

- Maintained employee data and kept updated accounts of all employment records.
  - Assisted in recruiting and training of new employees for the marketing and IT teams.
  - Administered payroll information, compensation materials, and benefits programs.
  - Supported daily operations of busy human resources department.
  - Mentored employees through personal and professional issues.
  - Assisted in recruiting both hourly and salaried roles by messaging 220+ prospective employees on LinkedIn and through email
  - Acted as a resource for employees on benefits programs, wellness programs, and company policies
  - Advised and counseled on company rules, policies, procedures, and corrective actions to maintain employee consistency
  - Facilitated, advised, and counseled on legal compliance issues, including OFCCP, FMLA, FLSA, and unemployment
  - Aided training specialists in the development of more than 34 hours of training programs for all levels of employees
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### EDUCATION

- Bachelor of Laws, specializing in law **AUG 2018 - JUN 2022**  
Zagazig University - Egypt
  - Training courses in business administration and human resources management **Feb 2023 - Aug 2023**
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### ADDITIONAL INFORMATION AND SKILLS

- Microsoft Office, Excel , word , PowerPoint and ICDL Course
- Writing and submitting bi-monthly employee progress reports
- Scheduled over 29 interviews with potential candidates and coordinated meetings between HR staff and management
- Drafted weekly communications between HR
- English: Advanced English communication skills, including speaking and writing.