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Career Objective

Hard-working professional with 20 years of experience and a proven knowledge of benefits / compensation, employee / labor relations, and performance evaluation. Aiming to leverage my skills to successfully fill the Human Resource Manager role at your company.

Professional experience

Alexandria Sporting Club Social Club | Alexandria, Alex

Human Resource Manager March 2018 –Present

- Serve as a link between management and employees by handling questions, interpreting and administering contracts and helping resolve work-related problems.
- Perform difficult staffing duties, including dealing with understaffing, refereeing disputes, firing employees, and administering disciplinary procedures.
- Plan and conduct new employee orientation to foster positive attitude toward organizational objectives.
- Identify staff vacancies and recruit, interview and select applicants.
- Plan, direct, supervise, and coordinate work activities of subordinates and staff relating to employment, compensation, labor relations, and employee relations.
- Plan, organize, direct, control or coordinate the personnel, training, or labor relations activities of an organization.
- Administer compensation, benefits and performance management systems, and safety and recreation programs.
- Provide current and prospective employees with information about policies, job duties, working conditions, wages, opportunities for promotion and employee benefits.
- Analyze statistical data and reports to identify and determine causes of personnel problems and develop recommendations for improvement of organization's personnel policies and practices.
- Analyze training needs to design employee development, language training and health and safety programs.
- Oversee the evaluation, classification and rating of occupations and job positions.

Arabian Research and Marketing Company | Riyadh

Human Resource Manager February 2013 – August 2017

- Ensure company compliance with federal and state laws, including reporting requirements.
- Plan, develop, evaluate, improve, and communicate methods and techniques for selecting, promoting, compensating, evaluating, and training workers.
- Advise managers and employees on state and federal employment regulations, collective agreements, benefit and compensation policies, personnel procedures and classification programs.
- Assist in preparing and maintaining personnel records and handbooks.

- Observe, interview, and survey employees and conduct focus group meetings to collect job, organizational, and occupational information.
- Advise managers and employees on state and federal employment regulations, collective agreements, benefit and compensation policies, personnel procedures and classification programs.
- Assist in preparing and maintaining personnel records and handbooks.
- Observe, interview, and survey employees and conduct focus group meetings to collect job, organizational, and occupational information.
- Negotiate collective agreements on behalf of employers or workers, and mediate labor disputes and grievances.
- Administer employee insurance, pension and savings plans, working with insurance brokers and plan carriers.
- Consult with or serve as a technical liaison between business, industry, government, and union officials.
- Work with the Department of Labor and promote its use with employers.
- Evaluate job positions, determining classification, exempt or non-exempt status, and salary.

Turkish Metal International Company | Alexandria, Borg el arab

Human Resource Manager September 2010 – September 2012

- Responsible for all human resource activities including employment, compensation, labor relations, benefits, training and development, interview job applicants.
- Prepare and maintain company salary structure, job documentation, and job evaluation systems. Complete salary survey questionnaires
- Prepare, process and distribute payroll, Recommend, develop and schedule training and development courses.
- Establish orientation program for new employee.
- Responsible for Personnel tasks (Social Insurance, Medical Insurance.).
- Ensure that all personnel files and variety of information are maintained in an orderly and a complete manner-Maintain the personnel database, update accurately and quickly as changes occur.
- Ensures appropriate supporting documentation is accurate and sent to payroll to carry out the calculation of employees' salaries in the company and leave the sanctions and promotions,

Mediterranean textile International Company | Alexandria, Borg el Arab

Human Resource Supervisor May 2008 – May 2010

- Responsibility for Implementing all company policies and procedures in the field of HR including, benefits plans, hiring policies, recruitment of new employees.
- Following up on benefits and compositions for staff, Handling all the contracts for all employees, Staff payrolls, attendance, social insurance, Labor office, ID Employers, medical cover, Cars rent, Transportation Facilities.
- Updating all employees database, Supervising the administrative system,
- Following up and coordinating the company's purchases such as: Stationary, catering, furniture, and fixed assets.
- Arrange conferences and meetings for the management.

ELDIB Advocate Law firm | Alexandria- Egypt
Human Resource Generalist January 2005 – April 2008

- Follow up the Table of cases and attending the sessions and update Follow up with Lawyers Duties, Administration Department, Legal services Employees to check all work entry in the system.
- Working with Accountant Depart. in Invoices, Outstanding cash ,Pending and all files missing date and documents to be complete Recording in system all expenses paid by Treasury Dept.to Legal services.
- Recording in system all expenses paid by Treasury Dept.to Legal services.
- Follow up with all Lawyers performance in send and received the updating of court status.
- Weekly check for all files is up to date. in the file and the system.
- Check all items in invoices are compatible with the write attached documents in files.

Mansour Distribution International Company | Alexandria- Egypt
Personnel Coordinator September 1998 – December 2004

- Process, verify, and maintain personnel related documentation, including staffing, recruitment, training, grievances, performance evaluations, classifications, and employee leaves of absence.
- Explain company personnel policies, benefits, and procedures to employees or job applicants.
- Record data for each employee, including such information as addresses, weekly earnings, absences, amount of sales or production, supervisory reports on performance, and dates of and reasons for terminations.
- Gather personnel records from other departments or employees.
- Prepare badges, passes, and identification cards, and perform other security-related duties.

Licenses & Certifications

Time Management Certification Course/ Bayt certification December 2016
Work Smarter, Not Harder: Time Management for Personal & Professional Productivity/
coursera.org/verify/WA9EX4RLW8U5 2015
Project Management: The Basics for Success/coursera.org/verify/UFJZJ33W5PPG 2015
ISO 9001/2008 Quality Lead audit Auditor PN_380/ISO /Certifications Co., Ltd 2011
Internal Audit awareness ISO 9001/2015 – 45001/2017/Arab academy for quality 2019

Education

Alexandria University Faculty of commerce B.Sc. in Business administration 1997

ADDITIONAL SKILL

Microsoft Word, Excel, Access, PowerPoint, Outlook Express, Microsoft Windows XP and Microsoft Office XP Professional
Arabic: Mother Tongue & English: Very Good spoken & written.
Problem solving
Decision Making
Teamwork
