

Hassan Rafiek EL Farahaty

HR Generalist

Personal Information

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PROFESSIONAL SUMMARY

A dedicated and results-driven HR Generalist with over 3 years of experience in full-cycle recruitment, employee relations, HR operations, and policy development. Proven ability to streamline processes, reduce turnover, and ensure legal compliance. Seeking to leverage expertise in a challenging HR role to contribute to organizational success.

EXPERIENCE

HR Application Consultant | Dynamic Business Solution

Feb 2025 - Present

- Established and developed a specialized company providing HR systems solutions and digital transformation
- Provide specialized consulting services for HR systems implementation (SAP, Oracle HCM, Workday)
- Manage technical support teams and provide maintenance and optimization services for existing systems
- Analyze HR data and provide standardized performance reports and advisory insights to clients
- Lead digital transformation projects and integrate HR systems with other enterprise systems
- Develop customized HR solutions tailored to each client's specific needs

HR Generalist | Anas Al-Dimashqi Company

May 2024 – Jan 2025

- **Perform end-to-end HR functions including attendance management, employee records maintenance, and resolving inquiries.**

- Ensure compliance with labor laws and internal policies.
 - Developed and implemented foundational HR policies and procedures for a new startup environment.
 - Created a structured penalty system and worked to reduce employee turnover by proactively addressing grievances.
 - Leveraged HRIS and Excel to administer adaptable payroll structures, ensuring accuracy and compliance while meeting organizational budget goals.
 - Managed the payroll process, minimizing errors and ensuring accurate disbursement.
 - Established social insurance files and aligned company salaries with current market standards
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HR Generalist | Halibo Company for Dairy and Oriental Sweets

Jan 2024 – May 2024

- Managed employee attendance, leaves, and business missions.
 - Scheduled interviews and coordinated recruitment activities.
 - Maintained HR records and compiled reports from the database.
 - Addressed employee complaints and ensured legal compliance for new hires.
 - Promoted to Acting HR Manager within a short period..
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Senior Recruiter | B-Laban Company (Cairo, Asyut, Mansoura Branches)

Feb 2021 – Jan 2024

- Managed end-to-end recruitment: from job analysis and posting to interviewing and onboarding.
 - Coordinated with department heads to fulfill hiring needs and prepared reports for HR and operations managers.
 - Organized job forums and facilitated training programs for new hires.
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EDUCATION

Marine Facilities Institute, Port Said

Diploma, 2018

Grade: Good

SKILLS

HR Functions: Recruitment, Employee Relations, Payroll, Policy Design, Labor Law Compliance

Software: Microsoft Office (Word, Excel)

Languages: Arabic (Native), English (Good)

Soft Skills: Communication, Teamwork, Stress Management

Certifications & Training

- HR Management & Gender – ILO
- HR Basics – Online
- Human Capital Communities – Doki, Cairo