

MOHAMAD ABDULLAH MAHMAH

HR Supervisor

Email: mohamadhh717@gmail.com

LinkedIn: <https://www.linkedin.com/in/mohamad-mahmah>

PH: (00963)993694438

Date of Birth: 1997

Marital Status: Married

Nationality: Syrian

Education

Bachelors Business Administration, Management

International University of Science and Technology

GPA: 2.65/ 73%

Good knowledge of Human Recourse Management, and all sections related business, motivated, eager to learn and looking forward to have a challenging opportunity's

Experiences

Nov 2024 – May 2025

HR Supervisor ALDEMASHKY for Restaurants Management

(EGYPT-CAIRO)

Supervise recruitment, selection, and onboarding processes

Lead, train, motivate, and evaluate the performance of the HR team.

Ensure compliance with company policies, procedures, and labor laws.

Participate in performance appraisal processes and provide feedback to employees

Assist in the administration of payroll and benefits, ensuring accuracy and timeliness

Respond to employee inquiries regarding compensation and benefits.

Prepare and submit regular reports on HR activities and achievements

Analyze HR data and provide recommendations for performance improvement

12.OCT 2021- Nov 2024

HR SPECIALIST ALDEMASHKY for Restaurants Management

(EGYPT-CAIRO)

Recruitment department management

Development of employee evaluation systems management

Preparing reports on the activities of the human resources department

1.Apr 2021- 10.AUG 2021

OPERATION ASSISTANT Short Term Contract ALRIYADA For Lead

Industry

(Syria – Damascus Countryside)

Coordination with executive supervisors

Organizing and preparing reports for the production process

Follow up the production process and coordinate with all departments

1.May 2019–1. JUNE.2020

TELLER AL HARAM Money Transfer

(Syria-Damascus)

DEALING WITH CUSTOMER DIRECTLY RECEIPT OF
FUNDS TO BE TRANSFERD

DELIVERY OF THE TRANSFERRED TO CUSTOMERS

1.Aug 2018–1.APR.2019

Human Resources Clerk (Recruitment) (Personnel)

KATAKIT Company (Syria-Damascus)

COORDINATION OF INTERVIEWS

PREPARE REPORTS ON EMPLOYMENT APPLICATIONS CONDUCT
PRELIMINARY ASSESSMENT COORDINATE AND PREPARATION OF
PERSONAL REPORT ORGANIZE ALL EMPLOYEE PAPERS

LANGUAGES:

Arabic: Mother language

English: Up Intermediate

Skills

- 1- Microsoft Office
- 2- Accounting, Project Management, Statistics Programing
- 3- Risk and Crisis Management
- 4- Time Management
- 5- Leadership
- 6- Negotiation

Courses

1 Aug 2024

HR Managements

Egyptian Labor law

Payroll & Benefits and compensation

1Sep 2021

Feasibility Studies

Damascus Chamber of Commerce Training Center

29 July 2021

Intermediate Accounting

OUSOS Center 1

Nov 2020

EXCEL-ADVANCED HARVEST CENTER

1sep 2018

Human Resource Management SEBC-SYRIA

1 Apr 2018

ALAMIN AND ALRASHID ACCOUNTING AI-MAMOUN INSTITUTE

1 Apr 2017

SPSS FOR STATISTICS Statistics Economic Academic Services

1 June 2019

MERGE PROGRAMING JCI DAMASCUS

Mandatory-Effective Rules for Getting Employment

1 Apr 2019

Evaluation and Monitoring to Pm

JCI DAMASCUS

VOULENTER

Member In "JCI DAMASCUS" 1.FEB 2017 to Aug 2021