

Mariam AbouTabl

HR Generalist

6th of October, Jizah | Phone: 01064464454 |



SUMMARY

Dedicated HR Generalist with solid experience in recruitment, employee relations, payroll, and policy implementation. Skilled in streamlining HR processes and supporting the full employee lifecycle. Proven ability to foster strong employee-management relations and ensure compliance.

PROFESSIONAL EXPERIENCE

People Advisor , Talent 360 ME **Jan 2025 - Present**

- Act as a key liaison between employees and management to resolve workplace issues and boost engagement.
- Manage onboarding and offboarding processes, including document collection, orientation, and exit formalities.
- Lead payroll activities: calculate salaries, apply allowances/deductions, and process benefits (insurance, mobile, etc.).
- Maintain and update HR records, contracts, and internal policies.
- Conduct monthly and quarterly evaluations and develop reports for performance improvements.
- Design and conduct competency-based interviews and manage end-to-end recruitment.
- Handle legal HR formalities including contracts, social insurance forms (Forms 1, 2 & 6), and account opening.
- Develop and execute employee training and team-building programs.
- Support policy development, appraisal systems, and disciplinary actions.
- Manage full-cycle recruitment: collect hiring needs, build job descriptions, post vacancies, and conduct interviews.
- Develop and maintain a qualified talent pipeline to meet current and future hiring needs.
- Source candidates through social media platforms and internal networks.

HR Coordniator , Infinity Corp **June 2024- December 2025**

- Supported recruitment by sourcing, screening, and coordinating interviews.
- Conducted new hire orientation and handled onboarding documentation.
- Maintained HR documentation including contracts, job descriptions, and internal policies.
- Assisted in payroll preparation by tracking attendance and resolving discrepancies.
- Coordinated employee benefits and addressed related inquiries.
- Ensured compliance with labor laws and internal policies.
- Supported performance review processes and engagement initiatives.
- Acted as a first point of contact for employee queries and maintained confidentiality in HR matters.

SKILLS

Talent Management
HRIS

Tech & Non Tech Recruiting
Headhunting

CBI
Performance Management

EDUCATION

Bachelor's degree, English Language and Literature

Sep 2019 - Sep 2023

Minufiya University

- Academic Milestone: Achieved a Very Good Grade and ranked 4th in my graduating class
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COURSEWORK AND CERTIFICATIONS

- Dale Carnegie Leadership Training | BUE | 2020
- PHRI Workshop | Egyptian Business School | December 2024

Level 1: Human Resources Management Fundamentals

Level 2 :Personnel

Level 3 :Operation HR Workshop

Level 4 :Payroll & Excel

Level 5 :Performance Management Workshop

Level 6 :Strategic HR workshop

Level 7 :Compensation & Benefits

Level 8: PHRI preparation certificate

- HR Foundations Certificate | AUC | March 2025

Organizational Behavior

Recruitment & Selection

Compensation & Benefits

Employee Relations

- HR Career Certificate | AUC | September 2025

Performance Management

Learning & Development

Strategic Human Resources management