

Salma Mahmoud

HR Specialist

01123935386 | salma.mahmoud2720@gmail.com | October – Giza

Career Objective

Motivated HR Specialist with hands-on experience in recruitment, personnel, OD, payroll, and employee relations. Seeking to contribute to a dynamic HR team by enhancing HR processes, supporting organizational development, and fostering a positive work environment..

Work Experience

Orient Plast

HR Specialist

May 2025 – Present

- Managing full-cycle recruitment including job posting, CV screening, interviews scheduling, and onboarding.
- Preparing and reviewing employment contracts and ensuring compliance with company policies.
- Maintaining accurate and up-to-date employee records (hard and soft copies).
- Following up on attendance and leave management systems.
- Preparing monthly payroll reports in coordination with the finance department.
- Coordinating with the social insurance office for employee registration and clearance.
- Assisting in performance evaluation processes and collecting feedback from managers.
- Handling employee relations and responding to HR-related inquiries and issues.
- Participate in planning employee professional development initiatives and internal communication.
- Supporting HR audits and ensuring HR documentation is properly organized.

Cove Consultant Design & Project Management

HR Specialist

May 2024 – April 2025

- Implementing and updating HR policies and procedures.
- Managing end-to-end recruitment processes.

- Maintaining employee files and documentation.
- Preparing monthly payroll and tracking attendance.
- Handling social insurance, contracts, and onboarding documents.
- Assisting with performance evaluation and reporting.
- Providing administrative support to the HR and management teams.

El-Nahas Group for General Contracting

HR Coordinator

Oct. 2022 – April 2024

- Coordinating recruitment and onboarding processes.
- Organizing and maintaining employee records.
- Tracking attendance, leaves, and preparing reports.
- Assisting with payroll preparation.
- Updating employee databases and managing internal movements.
- Supporting employee training and development activities.

Education

Bachelor's Degree in Science and education – Ain Shams University
2022

Skills

- Recruitment & Selection
- Payroll & Attendance Management
- Employee Relations
- Social Insurance Procedures
- MS Office (Excel – Word – Outlook)
- Communication & Problem Solving
- Time Management & Organization

Courses

- HR Diploma
- English Course – improgress