

# **Shehab Moustafa Abdelhalim Eissawy**

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## **Professional Summary**

Human Resources Specialist aiming to make a positive impact by contributing to team development and achieving organizational goals. Strongly committed to continuous learning and skill development to ensure the highest level of professional performance. Proven ability to work effectively within a team and communicate efficiently to create a supportive and productive work environment. Hands-on experience in recruitment, personnel affairs, and payroll management. Seeking to support the growth of both individuals and the organization with a focus on creativity and excellence.

## **Education**

### **Bachelor of Commerce – Accounting Department**

Tanta University, Egypt

Graduation Date: 2023

## **Professional Experience**

### **HR Generalist – Alto Food Industries, Tanta (Apr 2024 – Present)**

- Manage the full recruitment cycle: job posting, screening, interviewing, and candidate selection.
- Maintain employee records, files, and contracts.
- Administer monthly payroll and attendance.
- Coordinate with Social Insurance and Labor Office to ensure compliance with laws.
- Utilize HR systems to manage employee data and generate reports.

### **HR Recruitment Specialist – Eagles Group for Security, Cairo (Feb 2023 – Oct 2023)**

- Published job postings across multiple platforms to attract candidates.
- Communicated with applicants, scheduled, and conducted interviews.
- Assessed candidate qualifications and recommended suitable hires.
- Supported hiring managers in onboarding and integrating new employees.

### **Talent Acquisition Trainee – HR Key Solution (Aug 2023 – Sep 2023)**

- Assisted in workforce planning.
- Drafted job postings and conducted phone, one-on-one, and group interviews.
- Evaluated candidates, issued offers, and provided feedback to applicants.

## Certifications & Training

- Practical Human Resources Management Diploma – HR Key Solution,  
Certified by the United Nations University (January 2024)
- Human Resource Management Course  
American Chamber of Commerce in Egypt (UCCD) | August 2023
- Financial Accounting Internship  
Arab Contractors Company | July 2023 – August 2023
- Marketing Professional Course  
American Chamber of Commerce in Egypt (UCCD) | May 2022

## Skills

### Technical Skills:

- Talent Acquisition & Recruitment
- Personnel Affairs & HR Operations
- Payroll & Attendance Management
- Social Insurance & Labor Law Compliance
- HR Systems & Data Management
- Performance Management & Reporting
- Time Management & Organization

### Personal Skills:

Teamwork & Collaboration

- Problem-Solving & Decision-Making
- Excellent Written & Verbal Communication
- Adaptability & Continuous Learning
- Leadership & Initiative.