

Curriculum Vitae



Personal Information

Name : MAHMOUD MOHAMED MOSSA
Nationality : Egyptian
Date of Birth : 06 August 1986.
Place of Birth : Damanhour – Egypt .
Military Status : Exempted.
Marital Status : Married.

Contact Details

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Personal Summary

An HR Section Head with 7 years substantial experience in all aspect of the Human Resources Management. And ability to work with senior management, understands business requirements, develop well-structured processes, and lead a productive team.

Objective

To obtain a senior position at the Human Resources Management field that will utilize my experience, knowledge and skills to fulfill the needs, goals, vision and mission of the company.

Areas of Expertise

- Job Analysis and Descriptions.
- Performance Appraisals.
- Manpower Planning.
- Salary structures.
- Organization Structure.
- Recruitment.
- Administrative Affairs.
- Training and development.
- Payrolls.
- Social Security Law.
- Labor Law.
- Labor Relations.
- Health and Safety.
- Public Relation.

Education

- Faculty of arts English department (ALEX university) .
- Year of graduation May 2007 .

Work Experience

- **Human Resources Section Head acting as HR SUPERVISOR .**
Alsalama group for fire fighting projects . “ KSA , DAMMAM “
(AUG 2015 – PRESENT).

Main Duties and Responsibilities:

- Providing HR support, guidance and advice to colleagues and general manager.
- Developing HR practices and processes to insure consistency.

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- Dealing with all the governmental organizations in Saudi Arabia .
- Monitoring all the HR stuff and revise all transactions .
- Advising department managers on staff development.
- Analyze statistical data and reports to identify and determine causes of personnel problems and develop recommendations for improvement of organization's personnel policies and practices.
- Analyze training needs to design employee development.

• Human Resources Section Head acting as HR SPECIALIST .

Eastern coast group for trading . “ KSA , DAMMAM “
(JAN 2013 – JAN 2015).

Main Duties and Responsibilities:

- Preparing and monitoring Visa for all employees going out to Saudi Arabia
- Organizing penalty for cars and drivers.
- Monitoring Properly the Renewal of Iqama.
- Preparing all the transactions which related to governments ministries.
- Prepare contracts and payrolls documents of Saudis that are submitted to the labor office
- Monitoring GOSI and keep the Saudi percentage good.
- All transaction processing which sent to the Saudi employees for the labor office and passport office, Chamber of Commerce and follow-up with them.
- Monitor and arrange working visas acquired.
- Preparing and issuing payrolls.
- Identify staff vacancies and recruit, interview and select applicants.
- Perform difficult staffing duties, including dealing with understaffing, refereeing disputes, firing employees, and administering disciplinary procedures.
- Serve as a link between management and employees by handling questions, interpreting and administering contracts and helping resolve work-related problems.
- Ensuring all HR administrative records are updated and maintained..
- Conduct exit interviews to identify reasons for employee termination.
- Represent organization at personnel-related investigations.
- Conduct relation with Social Security Corporation, ministry of labor, income tax authority and other governmental institutions.

• Human Resources Coordinator .

New Concept co. For export& import “EGYPT” .
(December 2009 – February 2012).

Key Skills and Competencies

- A good awareness of current HR best practices.
- Ability to multi-task within a demanding and fast paced environment.
- Good working knowledge of current employment legislation.
- Administrative experience in HR environment.

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- Knowledge of laws, rules, regulations, case law, principles, and practices related to employee conduct, performance, and dispute resolution.
- Good negotiation and influencing skills.
- Good communication skills oral / written.
- Identifies a need for and knows where or how to gather information.
- Organizes work, sets priorities, and determines resource requirements.
- Deals calmly and effectively with high stress situations.

Training courses

- **Leadership Skills.**
Agenda Group – Training Date (12/12/2009-16/12/2009).
- **HR Management.**
Torrent Institute – Training Date (25/04/2010-29/04/2010).

Languages

- Arabic – Native.
- English –Very Good command in writing, Reading and Conversation.

Computer Skills

- Excellent command in MS office applications (Win, Word, Excel, Internet, Outlook).
- ICDL preparation course.

All the documents are available upon request