

Mahmoud Kotb Mahmoud
3, March,1998
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Professional Summary

HR Generalist with experience in Recruitment, Personnel Administration, Payroll Operations, Training, and Performance Management. Proficient in Oracle ERP and Oracle Taleo, with strong expertise in HR operations, workforce planning, HR reporting, and talent acquisition.

Education:

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| <ul style="list-style-type: none">• Modern Academy for Computer Science and Management Technology in Maadi, Business Administration (May / 2020). | Grade: V.Good
GPA: (3.32) |
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Language:

- Arabic: Mother Tongue.
 - English: (Good) Reading, Writing and Speaking.
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Work Experiences:

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| <p>❖ HR Generalist at Wadi Group</p> <ul style="list-style-type: none">➤ Manage the full recruitment lifecycle, including manpower planning, candidate sourcing, screening, interviewing, onboarding, and hiring documentation.➤ Perform personnel administration activities, including payroll variables, leave management, official holiday assignments, and monthly & quarterly incentive processing.➤ Coordinate training programs and support performance management processes to enhance employee development and organizational performance.➤ Prepare and analyze HR reports, recruitment metrics, and workforce data to support management decision-making.➤ Utilize Oracle ERP to manage HR operations and personnel transactions while ensuring data accuracy and compliance.➤ Manage recruitment workflows and candidate tracking through Oracle Taleo.➤ Source and attract qualified candidates through multiple recruitment channels, including Forasna and employee referrals.➤ Maintain employee records and ensure compliance with company HR policies and labor regulations. | Jan 2026 – Present |
| <p>❖ HR Generalist at Ghallab Hamzawi Hypermarket.</p> <ul style="list-style-type: none">➤ Collecting and reviewing employee attendance data on a daily basis.➤ Managing and updating personnel files and employee records as per labor law requirements.➤ Handling onboarding procedures including contracts, hiring documents, and social insurance registration.➤ Assisting in monthly payroll processing, including salary calculations, deductions, and incentives.➤ Preparing final settlement and resignation procedures.➤ Supporting annual and sick leave tracking and documentation.➤ Coordinating with accounting department for salary disbursement.➤ Contributing to recruitment and interview coordination when needed. | Jan 2024 – Dec 2025 |
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- **Sales Supervisor at Vivo Mobile.**

Mar 2022 – Nov 2022

- Supervised and led a sales team to meet targets.
- Tracked sales performance and ensured monthly goals were achieved.
- Trained new staff on products and sales techniques.
- Implemented strategies to boost product sales.
- Ensured high-quality customer service and resolved issues.
- Analyzed sales data to improve performance.
- Coordinated product launches and promotions.
- Built strong relationships with key clients.

- **Sales Supervisor Assistant at Vivo Mobile.**

Nov 2021 – Mar 2022

- Assisted customers and provided guidance in selecting products.
- Managed and coordinated appointments and meetings with clients.
- Organized data and analyzed customer feedback to improve service.
- Worked within a team to achieve monthly sales targets.
- Developed communication and negotiation skills with clients.

- **Banque Misr.**

Sept 2020 –Oct 2020

- Gained knowledge of banking products, services, and customer service.
- Learned about financial regulations, risk management, and compliance.
- Enhanced communication skills through virtual customer service simulations.
- Worked on case studies and collaborated in team projects to solve banking issues.

- **Egyptian Agriculture Bank.**

Jul 2019 – Aug 2019

- Assisted in processing customer transactions and managing accounts.
- Gained experience in loan processing and agricultural financing.
- Supported customer service in addressing inquiries and resolving issues.
- Participated in preparing financial reports and documents.
- Learned about banking products for the agricultural sector.
- Shadowed senior staff to understand banking procedures.

CORE COMPETENCIES

- End-to-End Recruitment
- Talent Acquisition
- Personnel Administration
- Payroll Operations
- Workforce Planning
- Performance Management
- Training & Development
- HR Reporting & Analytics
- Employee Relations
- Interviewing & Selection

HR SYSTEMS & TOOLS

- Oracle ERP
 - Oracle Taleo
 - Microsoft Excel (Advanced)
 - Microsoft Word
 - Microsoft PowerPoint
 - Forasna Recruitment Platform
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