

Eman Emad Mohamed Abouelella

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PROFILE

I'm a motivated and adaptable professional with a bachelor's degree in social work and over 5 years of experience in education, administration, and HR. I began my career as an English teacher, then moved into front desk and data entry roles, gaining strong organizational and communication skills. Most recently, I worked as an HR Personnel Specialist at Aman E-Collection, handling employee records, medical insurance, and HR operations. I'm passionate about growth, learning, and contributing to people-centered environments.

EDUCATION

Bachelor's Degree in Social Work

Helwan University

2020 – 2024

High School

Victory College Cairo.

2006 – 2020

PROFESSIONAL EXPERIENCE

Senior HR Personnel specialist

Aman E-Collection

01/2026 – Present

- Manage personnel records for more than **1,900 employees** while ensuring accuracy, confidentiality, and compliance.
- Handle medical and social insurance registrations, updates, cancellations, and follow-up procedures.
- Support monthly payroll by reviewing attendance, leave, and personnel transactions.
- Prepare HR reports and maintain personnel databases.
- Coordinate onboarding and offboarding documentation.
- Ensure compliance with Egyptian Labor Law and internal HR policies.
- Collaborate with Finance, IT, and other departments to support HR operations.

HR Personnel Specialist

Aman E-Collection

10/2024 – 12/2025

- Maintained and updated employee records, ensuring accuracy and confidentiality.
- Handled medical and social insurance registrations, renewals, and follow-ups.
- Assisted with payroll preparation, attendance tracking, and HR documentation.
- Supported HR operations in compliance with company policies and labor law.

Data Entry

Passport Authority

07/2024 – 10/2024

- Handled and entered sensitive personal data accurately into government databases.

Front Desk Representative

Mecano Co-Working Space

11/2023 – 11/2024

- Greeted and assisted visitors, ensuring a welcoming experience
- Managed bookings and inquiries via phone and email

Preschool English Teacher

Simba Nursery

2020 – 2023

- Taught English to preschoolers using age-appropriate methods.
- Developed lesson plans and activities.

SOFTWARE SKILLS

Microsoft Office

(Word, Excel, PowerPoint, Outlook)

Delta System

SOFT SKILLS

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|----------------------------|------------------------|
| • Teamwork | • Adaptability |
| • Time Management | • Labor Law Compliance |
| • Confidentiality | • Payroll Coordination |
| • Personnel Administration | • Recruitment Support |

LANGUAGES

Arabic Native	English Proficient
French — Basic	