



Amira Gamal

HR Officer | HR Generalist | HR Specialist | HR Operations | On boarding

Egypt



Skills

Administration

Operation coordination

Visa processing

Travel arrangements

Problem solving

Recruitment

Work Experience

May 2023 - Aug 2024

● — DEME

HR Officer

Project: Oxagon Phase 2 | NEOM ▪ Managed HR operations for the Oxagon Phase 2 project, overseeing the onboarding process and handling documentation for more than 30 expatriates and local employees. ▪ Coordinated all travel logistics, including accommodation and visa documentation, ensuring smooth onboarding and compliance with local labor regulations. ▪ Managed the collection and submission of timesheets for project staff, ensuring accurate and timely payroll processing. ▪ Acted as the primary liaison between management and staff, addressing and resolving HR-related concerns to ensure a positive and productive work environment. ▪ Developed and maintained detailed HR reports, tracking key metrics such as attendance, overtime, and leave, to support project performance monitoring and compliance. ▪ Handling the full recruitment cycle, deployment, and timesheets of subcontractors. ▪ Conducted manpower planning for staff and crew, ensuring optimal resource allocation to meet project demands. ▪ Managed NEOM gate passes for project staff and subcontractors, facilitating access to the site and ensuring compliance with security protocols. ▪ Ensured that all HR activities and processes complied with local labor laws and company policies, minimizing risks related

Profile Info



Current Position

HR | Actively looking for a job



Job Category

Marine Operations
Specialized Roles



Experience

5 Year



Current Salary

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Qualification

Bachelor's Degree

Personal Info



Email

amiragamal691994@gmail.com



Phone

1147668848



Gender

Female



Marital Status

Single



Address

-

Languages

English: Advanced

Arabic: Native

to employment regulations. Project: NMDC Charter | Damietta ▪
Drafted and finalized agreements and contracts with the project agent, ensuring all terms met project and company standards. ▪
Negotiated and secured agreements with new hotels in Damietta to accommodate project staff and crew, optimizing costs and ensuring comfortable living conditions. ▪ Managed all staff and crew travel arrangements, including flights, ground transportation, and accommodation, ensuring smooth and timely transitions to the project site. ▪ Managed the recruitment and onboarding of subcontractors, handling their timesheets, and ensuring proper documentation and alignment with project needs.

Feb 2021 - Apr 2023

● — **DEME**

HR Administrator

▪ Preparing the employment contracts of any project DI Egypt NV staff in line with project policies. ▪ Keeping project’s personnel dossier (from - pre-employment documents “ID card, CV, social security, military certificate, birth certificate, academic certificate, labor registration slips, medical check-ups 111, photos – recruitment (CV, certificates, references)-Legal (employment contracts/addendum/salary increments letters) – Absences (sick leave, leave, medical certificates)- end of employment (termination letter, resignation letter, experience certificate, checklist). ▪
Facilitating the onboarding process of any project staff (expatriates/DI Egypt NVs). ▪ Liaising with the dedicated project insurance company to submit the enrolment timely. ▪ Administering the attendance/leaves of the project staff on a day-to-day basis. ▪ Handling the update of the project registries (attendance, contact list, travel list, accommodation, etc.). ▪ Gathering the project staff timesheet and preparing the monthly overview of O.T. hours. ▪ Handling the inbound/outbound of the expatriates (fly booking, transportation, lodging).

Education

2025

● — **GED - Human Resources Management**

Arab Academy for Science and Technology

2018

● — **Bachelor's degree - Law**

Alexandria university