



Skills

Administration Operation coordination Visa processing

Travel arrangements Problem solving Recruitment

Work Experience

May 2023 - Aug 2024

— **DEME**

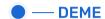
HR Officer

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** Qualification Bachelor's Degree **Personal Info** Email @ amiragamal691994@g mail.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



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