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IQAMA Valid till Jul 2025
Saudi Driving license Valid till May 2034

Summary

HR Professional with a demonstrated Experience in various Industries in HR Functions like, HR Operations, Compensation & Benefits, Performance Management System, and HRIS Management, with a big eagerness to learn. MBA was not the main and last target; Sustainable Development is the main Directory. My ritual is going the extra mile.

Experience



Human Resources Manager

Awdah Al-Beladi and his sons contracting Co. ltd
Madina, KSA
Nov 2024 till now.



Compensation & Benefits Manager

Al-Mardoof Contracting Company
Madina, KSA
May 2024 till Nov 2024.

• Compensation Management:

- Develop and implement compensation strategies and structures that align with the company's objectives.
- Conduct regular market analysis to ensure competitive salary structures.
- Oversee the administration of salary adjustments, promotions, and bonuses.
- Manage the annual salary review process and performance appraisal system.

• Benefits Management:

- Design and manage employee benefits programs, including health insurance, retirement plans, wellness programs, and other perks.
- Evaluate and select benefits vendors and negotiate contracts to ensure cost-effective and high-quality services.
- Oversee the enrollment process and ensure employees are informed about their benefits options.
- Monitor the utilization and effectiveness of benefits programs and make recommendations for improvements.

• Manpower Planning & Budgeting:

- Develop and manage the annual manpower budget in collaboration with department heads and finance.
- Analyze workforce needs and forecast staffing requirements to align with the company's strategic goals and Projects Time-lines.
- Monitor and control manpower costs to ensure they remain within the approved budget.
- Provide regular reports and analysis on manpower budgeting to senior management.
- Make recommendations for optimizing manpower resources and improving cost efficiency.
- Participate in Projects Manpower Budgeting in coordination with Tendering and Projects Control Heads taking into consideration the Projects' Scope, Timeline and Market direction and Benchmarks.

• Payroll Management:

- Oversee the accurate and timely processing of payroll for all employees.
- Ensure compliance with all relevant laws, regulations, and company policies regarding payroll.
- Serve as the primary point of contact for employees regarding payroll-related inquiries and issues.

- Investigate and resolve any discrepancies or errors in payroll promptly.
- Maintain and update the payroll system to ensure it reflects current employee information and compensation details.
- Prepare and submit required payroll reports to internal and external stakeholders.
- **HR Payments Monitoring:**
 - Monitor and manage all HR-related payments, including social insurance, medical insurance, and other statutory contributions.
 - Oversee the issuance and renewal of residencies for expatriate employees, ensuring compliance with local regulations.
 - Coordinate with relevant departments and external agencies to ensure timely and accurate processing of all HR payments.
 - Maintain accurate records of all HR payments and ensure they are reflected in the company's financial systems.
- **Compliance and Reporting:**
 - Ensure compliance with all relevant labor laws and regulations regarding compensation, benefits, payroll, and HR payments.
 - Prepare and submit required reports to regulatory bodies and internal stakeholders.
 - Maintain accurate and up-to-date records of compensation, benefits, payroll, and HR payments data.
- **Employee Relations:**
 - Serve as the primary point of contact for employees regarding compensation, benefits, payroll, and HR payments inquiries.
 - Provide guidance and support to employees on compensation, benefits, payroll, and HR payments-related matters.
 - Conduct training sessions and workshops to educate employees about their compensation, benefits, payroll, and HR payments.
- **Continuous Improvement:**
 - Stay updated on industry trends and best practices in compensation, benefits, payroll, and HR payments.
 - Conduct regular reviews and audits of compensation, benefits, payroll, and HR payments programs to identify areas for improvement.
 - Implement changes and enhancements to ensure the company's compensation, benefits, payroll, and HR payments offerings remain competitive and effective.

HOMETOWN

Human Resources Manager

Hometown Developments
May 2023 – April 2024 (1 year)

MARAKEZ

Human Resources Supervisor

MARAKEZ
Jan 2022 - Apr 2023 (1 year 4 months)

Responsible for Three Divisions across Marakez Group; Construction, F&B, and Entertainment,

Responsibilities:

- **Compensation & Benefits:**
 - Using HEY Method of Job Evaluation,
 - Defining Employees Levels,
 - Salary Scales and Grading Systems,
 - Periodic Salary Surveys by gathering Data from the Competitors in each Industry,
 - Handling Job Offers in Compliance with Company's Salary Scale and in considering Internal & External equity.
 - Keep updated with Comp & Ben Trends in the Global and Local Markets.
- **Manpower Planning, Budgeting, and Cost-Reporting:**
 - Meeting with HODs to define Manpower needs for the next Financial Year,
 - Maintaining Sufficient Ratios for Manpower per entity in light of the Industry's Ratios.
 - Creating Different Scenarios for Manpower Budget that match the expected Revenues of Each Industry, making sure to maintain the effective Ratios of the Business.
 - Monthly Cost Vs. Budget Analysis and Reports.

- **HR Operations and Payroll Operations:** Managing a team of Two Members,
 - Maintaining Employees' Database updated and detailed.
 - Keeping Employees' Files with hard & soft copies.
 - Maintaining Medical Insurance Database and files.
 - Managing all Social Insurance related Processes and Forms.
 - Monthly Transactions Reporting including Monthly Resignations, New Hires, and Non-Recurring Additions and Deductions.
 - Managing the Payroll Process with Sub-Zero Mistakes.
- **Managing all HRIS Matters,** Managing the successful Implementation of the new HR System, and PMS-Related Matters, sheets, and Calculations to Get Results that reflect in Annual Increments, Annual bonuses, and Annual Development Plans.



Compensation & Benefits Supervisor

Basata for Payment Solutions

Jan 2020 - Jan 2022 (2 years)

- **Responsibilities:**

- Manpower Budgeting and Cost Reporting.
- Managing Payroll Process.
- Developing Compensation & Benefits Policies and Procedures.
- Managing Job Evaluation and Salary Structuring.
- Managing the Annual Increase Process and Budget.
- Managing and Improving HR System Processes.
- Managing Annual Tax Reconciliation Process.

- **Impact:**

- Saving Almost one Million EGP from 2020 Budget.
- Improving Compensation & Benefits Efficiency and Payroll Accuracy.
- Managing the HR System Evaluation and Selection Process, from analyzing HR Processes leading to Successful Implementation.



Senior Compensation & Benefits Specialist

Atrium Quality Contractors

Apr 2019 - Jan 2020 (10 months)



Compensation & Benefits Specialist

As-Salam International Hospital

Nov 2018 - Mar 2019 (5 months)

- **Responsibilities:**

- Receive and Process on the System all Employees' time sheets, work charts, leaves, all increments or Amendments, and other documents regarding monthly changes that affect employees' monthly Salaries.
- Prepare Monthly Payroll Reports including all Recurring and Non-Recurring Additions and Deductions also with compliance to the Egyptian Tax, Social Insurance, and other related Rules and Regulations.
- Assist in the Job Evaluation Process to Design Hospital Pay Structure and Salary Scales.
- Complete, Verify, and Process forms and documentation for administration of Benefits "Medical Insurance and Employees Summer Trips".
- Control and Audit on HR Betty Cash Consumption and Employees Personal loans and advance payments.
- Prepare Hospital Payment Reports and Memos to be paid to Legal Associations such as Tax, Social Insurance Office, and Labor Office.
- Prepare Hospital Payments to all CSR Programs' Beneficiaries.
- Assist in preparation of HR annual budget.

- **Impact:**

- Saving almost 2 Million EGP from Annual Tax Reconciliation process for 2017 and 2018.
- Developing Payroll processes' Efficiency and Accuracy.



Payroll Outsourcing Specialist

BDO Esnad

Nov 2017 - Oct 2018 (1 year)

International Payroll Outsourcing

- **Responsibilities:**

- Managing one subordinate to handle the Payroll process using Excel and Using the HR System.
- Compliance with BDO-UK Policies, procedures, and SLA.

- **Impact:**

- Responsible for Twelve Accounts starting from Two Accounts.
- Zero Deficiency Rate.



HR Generalist

MADA for Consultation & Outsourcing

Mar 2017 - Nov 2017 (9 months)

OD, Recruitment, Personnel and payroll

- Acting as an HR Manager for a chain of restaurants, handling all HR Functions.
- Assisting in the recruitment process for a big Construction Consulting Bureau "Subbour Consulting".



HR Specialist

Lokma Group

Oct 2016 - Jan 2017 (4 months)

Responsible for all Compensation & benefits issues for the entire group doing the following:

- o Making the payroll from A to Z. o Recording leaves and getting reports.
- o Handling attendance and leaves via Automated Card machines' Issuing and sending warning letters. o Dealing with work injuries using the required documents. o Applying labor law on absenteeism and lateness. o Handling all medical insurance concerns.
- o Keeping all employees files and filing issues."650 Employees' Provide information about employees -from their files- to the entire company. o Filing all documents.
- o Handling all resignation forms completing all documents and giving employees their personal documents.
- o handling contract Renewals & Get the employment contracts signed and stamped and give the employees their copies.
- o assist in social insurance issuing Form 1, Form 2 & Form 6.
- o Handling overtime issues Handling Meal Allowance and Transportation allowance.



Personnel specialist

Al-Watania Poultry (Egypt)

Dec 2014 - Oct 2016 (1 year 11 months)

Responsible for all personnel issues in two work sites doing the following:

- o Recording leaves on HRIS "MENA I TECH" and getting reports. o Handling attendance and leaves via Fingerprint machine.
- o Issuing and sending warning letters' Dealing with work injuries using the required documents. o Applying labor law on absenteeism and lateness. o Handling all medical insurance concerns.
- Keeping all employees' files and filing issues."3200 Employees" o Provide information about employees -from their files- to the entire company. o Filing all documents.
- o Handling all resignation forms completing all documents and giving employees their personal documents.
- o Get the employment contracts signed and stamped and give the employee his copy.

Education



Arab Academy for Science, Technology and Maritime Transport

MBA, Human Resources Management

2016 - 2019



AUC - School of Continuing Education

Career Certificate, Human Resources Management and Services

2014 - 2015

it was a great turn in my life



Cairo University

Bachelor of Business Administration (BBA), Business Administration and Management, General

2009 - 2012

studying Bus. Administration

Skills

- HR Budgeting
- Labor and Employment Law
- HR Management
- Analytical Skills
- Personnel Management
- Performance Management
- Talent Management
- Employee Relations
- Team Leadership
- Payroll Management
- Manpower Planning
- Manpower Budgeting
- Salary Structures
- Performance Management Systems
- HRIS Management
- M.S. Office
- Data Analysis
- Dashboards
- Strategic Thinking
- Digital Transformation
- HR Policies and Procedures
- Employee Wellness
- Employee Engagement
- Oracle Implementation
- SAP Implementation
- ERP Systems Selection and Implementation
- KSA Labor Law
- AI in HR.

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