

ADHAM ASHRAF

HR Personnel Specialist | HR Operations Specialist | HRIS | Employee Records | Onboarding | Compliance

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SUMMARY

HR Personnel Specialist with 5 years of progressive experience at Aman, serving a workforce of 2,800+ employees across all HR functions. Core expertise covers personnel administration, HRIS data integrity, compliance documentation, onboarding coordination, and workforce reporting. Progressed from Application Support Team Member to Team Leader before transitioning into Human Resources in late 2024. Holds an MBA in Human Resources and PMP certification; currently pursuing a DBA.

PROFESSIONAL EXPERIENCE

HR Personnel Specialist — Aman Company Mid 2025 - Present | Cairo, Egypt

- Managed 2,800+ personnel files and compliance records, standardizing a company-wide filing system that enhanced document retrieval speed across the HR team.
- Validated HRIS data and leave administration entries for 2,800+ employees across 4+ quarterly audit cycles, ensuring zero-error record accuracy throughout all reviews.
- Streamlined end-to-end onboarding documentation and cross-department coordination, reducing processing gaps for each new hire cohort.
- Established unified HR reporting standards that boosted data consistency and operational visibility for HR leadership.

HR Coordinator — Aman Company Late 2024 - Mid 2025 | Cairo, Egypt

- Coordinated recruitment, interview scheduling, and onboarding across a 2,800+ employee organization during a structured 6-month transition into HR.
- Maintained and audited HRIS entries for 2,800+ employees across all lifecycle stages, achieving 100% documentation accuracy throughout quarterly compliance reviews.
- Produced daily headcount and attendance reports covering multiple departments to support real-time HR decision-making.

Application Support Team Leader — Aman Company Mid 2022 - Late 2024 | Cairo, Egypt

- Led an application support team serving 2,800+ employees, overseeing task allocation, escalation handling, and performance management for 2+ years.
- Introduced weekly KPI dashboards tracking 3 core metrics (ticket volume, response time, closure rate), reducing management reporting effort and increasing team performance visibility.
- Redesigned workflow structure to eliminate recurring bottlenecks, increasing team responsiveness and ownership accountability across all functions.
- Ensured uninterrupted service continuity for all business-critical applications throughout the full tenure as team leader.

Application Support Team Member — Aman Company Early 2021 - Mid 2022 | Cairo, Egypt

- Delivered technical support for business-critical applications used by 2,800+ employees across 18 months of continuous service delivery.
- Diagnosed and resolved system issues in collaboration with internal teams, minimizing operational downtime across key platforms.
- Developed deep institutional knowledge of company workflows that formed the foundation for subsequent promotion to Team Leader.

SELECTED PROJECTS

Application Support Workflow Optimization — Reorganized task allocation and ownership structure, increasing workflow visibility and follow-up consistency across the support team.

Support Team KPI & Performance Dashboard — Built weekly KPI reporting covering ticket volume, response time, and closure trends to guide operational decisions.

Personnel Files Digitization Project — Digitized and reorganized 2,800+ employee records, improving file accessibility and strengthening administrative control.

HRIS Data Accuracy Initiative — Conducted end-to-end record review and data correction across the workforce database to enhance HRIS integrity and reporting reliability.

Headcount Reporting Dashboard — Designed a categorized headcount tracking system for 2,800+ employees, providing HR leadership with clear, real-time workforce visibility.

Onboarding Process Improvement — Restructured onboarding handover steps and document requirements, reducing coordination gaps across all HR stakeholders.

EDUCATION & CERTIFICATIONS

MBA — Human Resources Management

Ain Shams University | 2023 - 2025

Bachelor of Commerce

Ain Shams University

PMP — Project Management Professional

PMI Global | Late 2025

HR Management Diploma

HR Passport Center | 120 Hours | 2024

DBA — Doctor of Business Administration

In Progress

HARD SKILLS

HR Operations • Personnel Administration • HRIS Management • Employee Records Management • Personnel Files Management • Onboarding Coordination • Compliance Documentation • Leave Administration • Attendance Management • Headcount Reporting • HR Reporting & Analytics • Data Accuracy & Validation • Workflow Optimization • Process Improvement • KPI Tracking • Documentation Control • Cross-Functional Coordination • Stakeholder Management • Project Management

SOFT SKILLS

Team Leadership • Communication • Problem Solving • Attention to Detail • Organization • Time Management • Collaboration • Adaptability • Accountability • Follow-Through • Decision Making • Professionalism • Initiative • Critical Thinking

LANGUAGES

Arabic (Native) • English (Professional Working Proficiency)