

Graduated from Faculty of Law and has about 5 years experience working as HR Supervisor.

PERSONAL DATA

Nationality : Egyptian
Birth Date : 30/10/1992
Gender : Male
Marital Status : Married
Residence : Cairo

EDUCATION

: Faculty of Law, Ain Shams University, 2015
: Master's degree in Administrative Law, Ain Shams University, 2018

LANGUAGES

Arabic : Native Language
English : Very Good

COMPUTER SKILLS

: Windows, MS Office (Word, Excel, Power Point), Internet

TRAINING COURSES AND CERTIFICATIONS

: Diploma in private law (postgraduate), Ain Shams University (2016).
: Diploma in Administrative Science, Ain Shams University (2017).
: ICDL course, Ain Shams University.

CHRONOLOGICAL EXPERIENCE RECORD

Dates : From Mar. 2018 till now
Employer : El-Hadaf Company for Commercial Agencies (authorized agency for Nestle Egypt)
Job title : HR Supervisor
Job Description :

- Responsible for employee insurances in accordance with the labor law.
- Follow up car insurances with insurance companies.
- Responsible for hiring new employees.
- Responsible for salaries and wages.
- Dealing with the attendance and departure of employees according to

the fingerprint device.

- Dividing cars according to the available number and their classification.
- Responsible and authorized for bank deposits and foreign checks.

Dates : From 2017 till 2018

Employer : Cirebon Educational Center

Job title : Law Lecturer

Dates : From 2016 till 2017 (6 months)

Job Description : Exercise in a Law Office (Law firm of Representative Muhammad Al-Toukhi).