

Holds a Bachelor in Commerce (Dept. of Business Administration) and has over 3 years experience working in HR field.

## **PERSONAL DATA**

Nationality : Egyptian  
Birth Date : 21/09/1996  
Gender : Male  
Marital Status : Single  
Residence : Heliopolis, Cairo

## **EDUCATION**

: Bachelor in Commerce (Dept. of Business Administration), Zagazig University, 2018

## **LANGUAGES**

Arabic : Native Language  
English : Good

## **COMPUTER SKILLS**

: Windows, MS Office, Internet

## **TRAINING COURSES AND CERTIFICATIONS**

: ICDL course.  
: Training for 6 months in the field of human resources.

## **CHRONOLOGICAL EXPERIENCE RECORD**

**Dates** : From Mar. 2020 till Feb. 2021  
**Employer** : Samco  
**Job title** : HR Specialist  
**Job Description** :

- Selection and appointment of appropriate personnel.
- Personal interviews.
- Salaries.
- Evaluate the performance of the company's employees.
- Recording appointment and dismissal decisions and making promotions lists.
- Responsible for following up the attendance, departure and absence of

the employees.

- Find housing and work tasks for the employees.
- Access to employee problems and solve them with the knowledge of company management.

**Dates** : From Feb. 2018 till Dec. 2018

**Employer** : Global

**Job title** : HR Assistant

**Job Description** :

- Consider the CV of the candidates.
- Record all appointment decisions.
- Keeping company employee documents.
- Conducting an introductory tour for new employees.
- Submit a detailed report on each employee in case of attendance and departure.

**Dates** : From Jan. 2017 till Jan. 2018

**Employer** : ECO Vodafone

**Job title** : Customer Service

**Job Description** :

- Know the level of customer knowledge of services.
- Submit customer satisfaction surveys reports.
- Helping clients overcome the problems they face.
- Respond promptly to customer inquiries.
- Achieve and ensure customer satisfaction.
- Provide all the clients that the client needs.