

Holds a Bachelor in Commerce (Accounting Dept.) and has over 8 years hands-on experience working as Human Resources Assistant Manager.

PERSONAL DATA

Nationality : Egyptian
Birth Date : 23/12/1987
Gender : Male
Marital Status : Married
Residence : Giza, Cairo

EDUCATION

: Bachelor in Commerce (Accounting Dept.), Cairo University, 2011
: Electronic Diploma (Accounting Dept.), Cairo University, 2008

LANGUAGES

Arabic : Native Language
English : Good

COMPUTER SKILLS

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

TRAINING COURSES AND CERTIFICATIONS

- : Computerized Accounting, Research & Commercial Studies Center – Cairo University, Giza (Oct. 2011):
 - Advanced Excel 2007 for Accounting.
 - General Journal, General Ledger, Trail Balance.
 - Cash Flows & Balance Sheets.
 - Chart of accounts, General Journal Entry, Customer & Sales.
 - Vendors & Purchases.
 - Employees & Payroll inventory & Banking.
- : Soft skills program, Akeedbokraahsan – Cairo University, Giza (Sep. 2011):
 - Communication skills with public, fellow employees, supervisors and customers.
 - Willingness to be a good worker and go beyond the traditional eight-hour day.
 - Ability to relate to coworkers in a close environment.
 - Good personal appearance.
 - Positive work ethic.

- Advertising, Recruitment and hiring.

CHRONOLOGICAL EXPERIENCE RECORD

Dates : From Mar. 2009 till now
Employer : El-Sawy Culture Wheel, Zamalek
Job title : Human Resources Assistant Manager
Job Description :

- Manpower planning.
- Establishing Job specification and job description.
- Job analysis and Performance appraisal.
- Recruitment and hiring.
- Development, training and motivation.
- Compensations and benefits.
- Job evaluation process.
- Creating and developing salary and reward systems.
- Organizing personnel feedback.
- Developing and introducing flexible work solutions.
- Complete Personnel Action Forms for all new hires, terminations and employee changes. Ensure all proper signatures are obtained prior to forwarding to Human Resources Generalist for input into HRIS.
- Produce, distribute and preserve information by inputting, retrieving, copying, transmitting, faxing, and filing text and/or data as required for Human Resources in physical or electronic files.
- Employee Relations: Assists with internal fact finding investigations from informal concerns to formal complaints. Conducts internal investigations along with preparing minutes and reports. Serves as a fact finder, record keeper and/or facilitator.
- Administer benefits programs including medical & life insurance; to include analysis, quality assurance, and serving as day-to-day HR contact with benefit plan representatives and employees.
- Coordinate all administration including claims resolutions, approving invoices for payment, enrollment and processing changes, maintain employee communications on benefits.
- Creating and developing taxes system.
- Perform other duties or special projects as required or assigned.

Dates : Sep. 2008
Employer : El-Sawy Culture Wheel, Zamalek
Job title : Customer Service Representative
Job Description :

- Communication with customers and scheduling the appointments.
- Problem solving and Handling complaints.
- Phone calls.
- Collecting Cash or visa and accounting job and responsibilities.
- Preparation of the monthly reports and records to the management.

Dates : Apr. 2008
Employer : Adhock Company, Maadi
Job title : Marketing Searcher

- Job Description** :
 - Focus on the Customer.
 - Monitor the Competition.
 - Own the Brand.
 - Find & Direct Outside Vendors.
 - Create New Ideas.
 - Communicate Internally.
 - Manage a Budget.
 - Understand the ROI.
 - Set the Strategy, plan the attack, and execute.
- Dates** : Oct. 2007
- Employer** : Tarek Nour, Giza
- Job title** : Organizer
- Job Description** :
 - Making a proper plan in which event organizer specifies all necessary points like budget, timesheet, supplier of goods, venues and staff member.
 - Replying to all queries raised by the client and make sure that all events are taking place smoothly.
 - Providing a fabulous look to the event taking place by instructing to interior decorators.

Skills:

- Creating new ideas, suggestions and giving alternative solutions for any problem.
- Motivating people and very supportive.
- Analyzing root cause of any problem before clarifying the corrective actions.
- Preparing the checklists, job tasks, job analysis, KPI for employees in different departments, training them and supporting them to succeed in achieving them.
- Monitoring the specific employee performance and the overall company performance.
- Well trained to carry out personal interviews and put standardized evaluation points.