

Holds a Bachelor in Management Information System and has about 8 years hands-on experience working in Admin field.

PERSONAL DATA

Nationality : Egyptian
Birth Date : 21/08/1990
Gender : Male
Marital Status : Single
Residence : Giza, Cairo

EDUCATION

: Bachelor in Management Information System (English Section), Modern Academy in Maadi, 2011
: Secondary Education: Dar El Hoda Language School

LANGUAGES

Arabic : Native Language
English : Very Good

COMPUTER SKILLS

: Windows, MS Office, Internet

TRAINING COURSES AND CERTIFICATIONS

: ICDL

CHRONOLOGICAL EXPERIENCE RECORD

Dates : From Jun. 2018 till now
Employer : Rowad Modern Engineering
Job title : Recruitment Specialist
Job Description :

- Post and announce vacancies on different recruitment channels (social media, online recruitment websites, etc.) to develop database for hiring needs.
- Screen, filter and categorize CVs from all recruitment sources (walk-ins, employment fairs, mailboxes, referrals, etc.).
- Review employment applications and hiring requests to match applicants with job qualifications and requirements.

- Perform phone screening and conduct HR interviews for candidates to select qualified job applicants and refer them to the hiring managers.
- Update the hiring log weekly with all recruitment activities/statuses and upload rejected candidates on the recruitment database for future needs.
- Conduct reference or background checks on shortlisted job applicants.
- Issue Job Offer letters for selected candidates, communicate/explain all the requested hiring documents, and arrange their employment needs (laptop, seating, stationary, etc.).
- Coordinate all related logistics for employment fairs (materials, giveaways, etc.).

Dates : From Jun. 2016 till Jun. 2018
Employer : Palm Group
Job title : Admin and HR Specialist
Job Description :

- Post and announce vacancies on different recruitment channels (social media, online recruitment websites, etc.) to develop database for hiring needs.
- Screen, file, filter and categorize CVs from all recruitment sources (walk-ins, employment fairs, mailboxes, referrals, etc.).
- Produce and Submit Reports on General HR Activity.
- Working with the recruitment department in the CVs filing system.
- Update and Maintain Office Policies and Procedures.
- Provide General Administrative and Clerical Support.
- Maintain a file of reports of all operations
- Responsible for Compiling reports, controlling the firm's filing system.
- Responsible for recruiting white and blue collars and new hiring documents.
- Responsible for making time sheet attendance.

Dates : From Jan. 2015 till May 2016
Employer : NILE WATER PROOFING MATERIALS (BITUNIL)
Job title : Administrative Assistant
Job Description :

- Drafting, editing and typing company's correspondences for Finance and Admin Departments.
- Maintaining an effective filing system and document control.
- Handling the Backup procedure for the entire computer system on weekly basis.
- Sending, receiving faxes and maintaining logs for incoming and outgoing Correspondence.
- Providing personal administrative support and assistance to Executive staff, handle other Administrative Tasks as assigned.
- Prepare agenda for meetings.
- Delegate work to messengers and drivers.
- Assist the public relation manager in handling hotel reservation for the service Departments staff (accommodation / tickets).
- Welcome visitors and taking him to the proper employee.
- Review all invoices concerned with telephone lines, mobiles, photocopying, machines, supply orders and services requisitions and handle monthly analysis of international and local telephone lines invoices and prepare claims for private calls.

Dates : From Nov. 2012 till Dec. 2014
Employer : ECOTRUST
Job title : Executive Secretary and Assistant CEO
Job Description :

- Answer telephones and welcome visitors.
- Create / Complete forms.
- Responsible for CEO's Office and all its Equipment Maintenance.
- Handle Calendar Management for the CEO including Scheduling of Appointments, Meeting Agendas, Conference Calls, Time Planning, and Screening Calls.
- Maintain E-Mail and Mail Follow-Set up and Maintain Paper and Electronic Filing Systems for Records Coordinate Conference and Meetings.
- Provide administrative and clerical support to departments or Individuals.
- Making Travel and Guest Arrangements.
- Managing the Day-to-Day Operations of the Office.

Dates : From Aug. 2011 till Oct. 2012
Employer : TELECOM EGYPT
Job title : Customer Service
Job Description :

- Handle customers' inquiries concerning services, providing accurate and full information according to the contact center Guidelines.
- Handle effectively the needs of the customers and enhance standards of quality for the service offered.
- Build a customer relationship/partnership, which add value to the customer, leading to a long term profitable relationship.