

Has over 5 years hands-on experience working as Restaurant Manager and HR Coordinator.

PERSONAL DATA

Nationality : Egyptian
Gender : Male
Residence : Cairo

EDUCATION

: Faculty of Law, Cairo University, 2016

LANGUAGES

Arabic : Native Language
English : Good

COMPUTER SKILLS

: Windows, MS Office, Internet

TRAINING COURSES AND CERTIFICATIONS

: HR workshops: Org charts, job analysis, job description, Recruitment and selection process, hiring plans, personal, job evaluation, training and development.
: PDF (English, communication skills, Business plan, Office management).
: ICDL (self study).

CHRONOLOGICAL EXPERIENCE RECORD

Dates : From Feb. 2017 till Jun. 2017
Employer : Gana for export and import
Job title : HR Coordinator
Job Description :

- Preparing employee files.
- Writing daily reports.
- Recruitment and selection process.
- Review applicants and develop short list, conduct interviews.

Dates : From Mar. 2012 till Feb. 2017
Employer : Cortigiano for Italian Restaurants, Cairo
Job title : Restaurant Manager

- Job Description** :
- Leadership, communication and problem solving in order to carry out the tasks of overseeing restaurant. These positions usually require industry experience and also require management experience.
 - I was Leader in my work in the restaurant for 2 years, when I was working as Manager for the restaurant.