

Holds a Bachelor in Business Administration and has about 10 years hands-on experience mainly working in HR field.

PERSONAL DATA

Nationality : Egyptian
Gender : Male
Residence : Heliopolis, Cairo

EDUCATION

: Bachelor in Business Administration (English section) (Accounting department), Akhbar Al Yom Academy, 2007
: Secondary Education: St. George College School

LANGUAGES

Arabic : Native Language
English : Excellent
French : Good

COMPUTER SKILLS

: Windows, MS Office, Internet

TRAINING COURSES AND CERTIFICATIONS

: Studying HR Course in the AUC.
: Studying French Language Course.

CHRONOLOGICAL EXPERIENCE RECORD

Dates : From May 2015 till now
Job title : Co. Founder at Joy Cupcakes
Job Description : Selling home-made products as cupcakes, cake pops, etc.

Dates : From Nov. 2014 till Apr. 2015
Employer : Apparel Group (Dubai)
Job title : HR
Job Description :

- Handling all HR issues.
- Recruitment handling all the recruitment process for new employees, screening and selection, hiring documents, employment visa.

- Handling Inductions, preparing induction sheet, handling HR company profile, handling HR system, cash in advance.
- Events: handling all events held in the company, preparing for the event, coordinating with the designated people.
- Letters and invitations.

Dates : From Oct. 2012 till Oct. 2013
Employer : Marriott International Renaissance Opening Team
Job title : HR
Job Description :

- Handling all HR issues.
- Going to the social insurance office for opening the insurance for the new employee and for closing his insurance service with the company (form 1, form 6).
- Recruitment process for new employees, handling all the recruitment process for new employees, screening and selection, hiring documents.
- Open new Bank accounts and doing every month pay roll manually, creating the employee contracts and renewals.
- Events: handling all events held in the company, preparing for the event, coordinating with the designated people.
- Coordinating for the transportation of the employees.
- Medical issues, contacting the medical company for approvals and sick issues for the employees.
- Letters and invitations.

Dates : From Sep. 2010 till Oct. 2012
Employer : Carrefour Egypt Sun City Opening Team
Job title : HR
Job Description :

- Handling all HR issues.
- Recruitment process, for new employees, handling all the recruitment process for new employees, screening and selection, hiring documents.
- Open new Bank accounts and doing every month pay roll manually, creating the employee contracts and renewals.
- Going to the social insurance office, for opening the insurance for the new employee and for closing his insurance service with the company (form 1, form 6).
- Medical issues, contacting the medical company for approvals and sick issues for the employees.
- Letters and invitations.

Dates : From Jul. 2009 till Sep. 2010
Employer : Orascom Construction Industries
Job title : HR
Job Description :

- Handling HR issues.
- Coordinating between head office in Egypt and the project in KSA.
- Events.

Dates : From Aug. 2007 till Jul. 2009
Employer : Mobinil

Job title : Call Center Agent
Job Description :

- Handling all customers inquires.
- Answering calls.