

Holds a Bachelor in Commerce and has about 5 years experience working in HR and sales.

## **PERSONAL DATA**

Nationality : Egyptian  
Birth Date : 01/01/1992  
Gender : Male  
Marital Status : Single  
Residence : Al Zawya El Hamra

## **EDUCATION**

: Bachelor in Commerce, Ain Shams University, 2015

## **LANGUAGES**

Arabic : Native Language  
English : Excellent

## **COMPUTER SKILLS**

: Windows, MS Office, Internet

## **TRAINING COURSES AND CERTIFICATIONS**

: Human Resource Management: HR for People Managers - University of Minnesota.  
: Recruiting, Hiring and Onboarding Employees - University of Minnesota.

## **CHRONOLOGICAL EXPERIENCE RECORD**

**Dates** : From Oct. 2016 till now  
**Employer** : Speed Service  
**Job title** : HR Generalist  
**Job Description** :

- Recruitment (Job Hunting, Advertising, CV filtering, phone interviews, Face to Face Interviews, On-boarding, Prepare job description, Exit Interviews).
- Organize internal and external training for company employees by reaching different training agencies.
- Administer compensation, benefits and performance management systems.
- Provide current and prospective employees with information about

policies, job duties, working conditions, wages, opportunities for promotion and employee benefits.

- Perform difficult staffing duties, including dealing with understaffing, refereeing disputes, firing employees, and administering disciplinary procedures.
- Maintain records and compile statistical reports concerning personnel-related data such as hires, transfers, performance appraisals, and absenteeism rates.
- Develop, administer and evaluate applicant tests and oversee the evaluation, classification and rating of occupations and job positions.
- Taking care of employee's attendance data and preparing payroll sheets.

**Dates** : From Jul. 2016 till Oct. 2016  
**Employer** : Andalusia Group  
**Job title** : HR Coordinator

**Dates** : For 3 years  
**Employer** : Wells Clothing Store  
**Job title** : Sales

**Dates** : For 1 year  
**Employer** : Mazaya  
**Job title** : Sales