



El Salam City, Cairo,

## **Bishoy Gergis Abdel Malak**

### **Objective**

I am looking for an entry level position as HR Specialist or HR Generalist to contribute to the company's growth with my interpersonal skills and subject knowledge. I am currently looking to work for an employer who offers a modern and friendly working environment.

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## Education

**Bachelor of Social Work, Helwan University September 2011.**

**Human Resource Management Diploma at Egy Cham (35 Hour's) Accredited from HRCI.**

## Experience

### **HR Generalist at Oscar Grand Stores. Duties & Tasks: -**

**2019 until now**

- 1-Make an interview with job applicants; review application/resume; evaluate applicant skills and make recommendations regarding applicant's qualifications.
- 2- Informing job applicants of job duties, responsibilities, benefits, schedules, working conditions, promotion opportunities, etc.
- 3- Explaining human resources policies, procedures, laws, and standards to new and existing employees.
- 4- Ensuring new hire paperwork is completed and processed
- 5- Handle employee relations counseling, outplacement counseling, and exit interviewing.
- 6- Answer employee queries on compensation & benefits matters as well providing support with payroll \*queries, taxation, deductions, system problems...etc.
- 7- Prepares paperwork required to place employee on payroll and establishes personnel file.
- 8- Provides day-to-day benefits administration services. Assist employees with any claim issues.
- 9- Preparing HR letters and certificates for employees when needed.
- 10- updating employees' data on the system including the personal information, the work shift, the direct manager, vacation balance and other details.
- 11- Preparing or updating employment records related to hiring, transferring, promoting, and terminating.

**2015 until 2019**

### **Administrator at Wadi Degla**

#### **Sporting Club. Duties & Tasks: -**

- 1- Making daily and monthly reports.
- 2- Calculating Training Sessions for trainers.
- 3- Full responsibility for attendance, departure, vacations and Leave Permeations of staff in the department and send weekly sap report to HR Dep.
- 4- Explanation and definition of the rules that organizing entering of the gym to the club members and control the entering of under age.
- 5- Explaining personal trainer packages and in body analysis device To the club members.
- 6- Solve the problems of the club members in gym area.

## **Marketing Executive at ICC Company for Medical Conference Organizing.**

### **Duties & Tasks: -**

- 1- Full responsibility for the conference.
- 2- Make the marketing plane.
- 3- Social media marketing campaign.
- 4- Supervision of outdoor marketing and printed materials.
- 5- Make deals with sponsors.
- 6- Making The Rooming list of the hotel (numbers, type and view).
- 7- Handling the transportation with the travel agency (Bus, air tickets and Limousine Rent)

-Sending in Body Analysis report by E-mail instead of Print it (Save Paper And Ink).  
-Contributing to raising sales of privet trainer and in body Analysis.

## **Team leader At Servo Travel in Medical Conferences**

### **Department. Duties & Tasks: -**

- 1- Full responsibility for registration team.
- 2- Resaving rooming lists from sponsors.
- 3- Make deals with Sponsors.
- 4- Handling all Conference Requirement, we will need.

## **Reserves Officer at Egyptian Army.**

## **I assumed many Positions as Storekeeper, salesman, and Branch manager At Irene stores that specializing in school uniforms.**

### **Duties & Tasks: -**

#### **As Storekeeper: -**

- 1- Daily send and receive listed items.
- 2- Send daily and monthly reports to administration to know branch's needs.
- 3- Full responsibility for the Half Yearly Inventory.

#### **As Salesman: -**

- 1- Sell school uniform for the customers.
- 2- Replace of defective uniform.

#### **As Branch Manager: -**

- 1- Full responsibility for the branch.
- 2- Send the daily profit to head branch.
- 3- Make the Inventory.

## **Assistant of Storekeeper At "Mamiba" for cosmetics and Hotel Supplies. Duties & Tasks: -**

- 1- Help Storekeeper in his duties.
- 2- Help Storekeeper in daily and monthly reports.
- 3- Help Storekeeper in send and receive listed items.
- 4- The Observation of the Store workers.

## **Achievements**

## **In ICC Company For Medical Conference Organizing**

-My first Conference as a Marketer I made a high profit for the company.

## **Wadi Degla Sporting Club**

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**2015**

**2014**

**2012-2014**

**summer  
vacation  
2008-2012**

**2008**

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## Training Courses

- Customer Service Training course in Wadi Degla sporting Club.
  - Training course entitled "Family Court legislation" conferred from the center of research and legal advice and legal professional training at the Faculty of Law Helwan University.
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## Skills

### Computer Skills:

- Microsoft Excel
- Microsoft Word
- PowerPoint.
- Outlook
- Sap Reports.
- Good IT systems knowledge and be able to adapt to new procedures quickly

### Language Skills:

- Native language Arabic.
- Good command written and spoken English.

### Personal Skills:

- Team worker
  - Well organized, reliable, punctual and competent.
  - Detail Oriented
  - Excellent communications skills and able to liaise with customers & suppliers.
  - Updating job knowledge by participating in continued educational.
  - Knowledge of online business transactions.
  - Quick learner
  - Hard worker
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## Personal Data

- **Date of Birth:** April 19,1989
  - **Nationality** : Egyptian.
  - **Sex** : Male.
  - **Marital Status** : Married.
  - **Military Status** : Completed.
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*References are Available on request*