

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.

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

2015

2014

2012-2014

**summer
vacation
2008-2012**

2008

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.

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