

# Sameh Mahrous Abdel Fattah Mabrouk

4 Zaki St. - Bahtim - Shoubra El Khaima – Qalioubeya



## Career Objective

To pursue a challenging growing career in the field of Human Resources in a suitable position where I can commit, excel and apply my experiences and skills to help achieve the company mission.

## Education

Bachelor's degree in Industrial Education, Helwan University,  
Electronics Technology Department, May 2011

## Experience

### **1- Human Resource specialist at Egyptian International Pharmaceutical Industries company from 07/2017 till 12/2019**

- Consider employment applications submitted by departments.
- Determine the requirements and criteria for appointing employees.
- Follow up on job applications and evaluate candidates.
- Communicate with potential candidates and build relationships for future job opportunities.
- Prepare and organize employee documents and files and prepare contracts.
- Participate in employment fairs and learn about labor market variables.
- Determining the employees' needs for training courses to develop their skills.
- Ensure that employees comply with all procedures, policies and internal laws of the company.
- Plan and define the administrative procedures that link the company's administrative system and the employees working in it.
- Periodic improvement and development of administrative procedures within the company.

## **2- Human Resource Coordinator at Commercial Office "Teama" from 01/2014 till 06/2017**

- Formulate and update job descriptions for vacant positions.
- Coordinate interviews and communicate with applicants when needed.
- Assist in hiring new employees and reviewing necessary files.
- preparing job offers letters for job candidates.
- Perform analyzes of the wages and benefits available in the labor market for different jobs.
- Preparing training course schedules for the different departments.
- Organizing employee referral process including requesting referrals and managing award requests.

## **3- Administrative specialist at Al majal-Misr from 09/2011 till 12/2013**

- Organizing and indexing internal reports received from other departments.
- Keeping and maintaining all files in a manner that guarantees their safety and the speed of their recall.
- Receive and send emails and index these emails.
- Preparing for meetings, coordinating and preparing all documents related to the subject of the meeting.
- Contacting other departments and foreign companies contracted with.
- Participate effectively in the continuation of education and research activities in line with the company's situation.
- Ensure that all administrative instructions and decisions are properly implemented.

## **Training & Courses**

- 1- Human Resource Management Diploma at EgyCham (35 hours) Accredited by Ain Shams University & HRCI.
- 2- As Human Development Course at IGC Center.
- 3- As Course in Computer (A+) at YAT (60 Hours).
- 4- As ICDL Certificate at Armed Forces Institute for Information Systems.

## **Skills**

- 1- Deal professionally with MS Office Package.
- 2- E-mail Client Configuration & support (Microsoft Outlook).
- 3- Good in English in terms of reading, writing and speaking.
- 4- Quick Learner & Good Observed.
- 5- Time Management.
- 6- Communication Skills.
- 7- Organized with Analytical Abilities.
- 8- Ability to Work in Harmony with Co-Workers.
- 9- Adapt to any environment according to situation.

## **Additional Information**

Date of Birth: 1 / 3 / 1990

Military Status: Temporary exemption

Marital Status: Married

Driving License: Valid to 01/2021

**References are ready upon request.**