

# Eslam Ahmed Abdelrady

**Address:** 14 Amin El Gandi ,Zahraa Ain Shams,Cairo

## Summary

I'm seeking a position in Human Resources in which I will add to the company and I will be given a sense of belonging, and where my academic background & experience and skills can be best utilized and developed.

## EDUCATION

- **University:** Future Academy
- **Certificate :** Bachelor of Management Information Systems
- **HR Diplomat** (36 hours)

## Work Experience

- . Work as HR specialist at Egyptian Austrian for catering from September 2016 - till now .

## General Responsibilities

- Develop and update internal HR process.
- Set up and update HR Database.
- Set up and update HR Filling System: Review, complete, organize and update employees' files.
- All HR administrative tasks.
- Responsible for recruitment (writing Job post, screening CVs, interviewing, Hiring).
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## PERSONAL SKILLS

- Excellent Communication skills.
- Ability to work under pressure.
- Ability to work hard.
- Love the spirit of teamwork.
- Quick learner.

## COMPUTER SKILLS

- Microsoft Excel: Very Good.
- Microsoft Word: Very Good.
- Online Communications.

## LANGAUGE SKILLS

- **Arabic:** Mother tongue
- **English:** Good written and spoken.

## PERSONAL INFORMATION

- **Nationality:** Egyptian.
- **Birth Date:** 1/10/1991.
- **Gender:** male.
- **Marital Status:** Single.