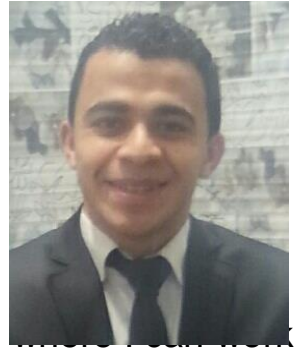


Ahmed Gamal Mohamed

Address : Fysal –Giza- Egypt



Objective

Seeking a challenging position in your international organization in a stimulating environment that will enable me to enhance and improve my knowledge, flexibility and skills to best serve the organization aiming success.

Education

- From 2011 to 2015.
- Bachelor Degree faculty of law, Cairo University
- Specialization : law
- Grade : Good //

WORK Experience

Position: HR – Personnel Specialist.



Company:

Period: 1 - 3 - 2021 until Now.

< Position: HR – Coordinator (Responsible for Recruitment – Personnel – Payroll) .

< Company:  كارفور Carrefour

< Period: 1-1 - 2019 until 30-1-2021

➤ Summary of Duties and Responsibilities:

- Responsible for processing the payroll transactions (Payments, Deductions, leaves, taxes).
- Make initial interviews with candidates and select the most suitable for the second interview with the direct managers.
- Deal with Form1, Form 6 and registration Certificate.
- Handle for Exit interview Employees.
- Follow up and renewal of staff contracts and Ending for Probation Period.

< Position: Recruitment Coordinator.

< Company:



< Period: From 1 - 1 - 2018 until 1-11 - 2018.

➤ **Summary of Duties and Responsibilities:**

- Create job ads at different recruitment portals using social media, attending job fairs, etc.
- Experience in hiring blue-collar jobs.
- Conducting pre-screening and phone interviews.
- Communicating the package and hand send the job offer after getting approval from the top management.
- Conduct exit interviews with leavers to identify reasons of turnovers, etc.

• Position: sales Rep

○ Company :



○ Period : From 1-1- 2017 until 1 - 12 - 2017

Training, Courses and workshops

< HRM Diploma – Professional Track. (Egycham with Dr. Ahmed El Sayed) (Year - 2021) With Degree / Excellent (35 Hours – Accredited By Ain Shams University and HRCI).

< I'm currently prepare for attending to (Advanced Track)

- **English Course online is going on now.** (Year - 2021)

< Workshop about advanced Excel for HR. (Year - 2020)

< I am currently prepare for attending Data Analysis Course.

< Workshop about HR Personnel. (Year - 2019)

- very good knowledge about (labour law & Social Insurance)

< English Course in Berlitz until level 3 (Year - 2018)

Skills

Language skills English (Good up to very Good) _ Arabic (mother tongue)

Computer skills v. Good user to Microsoft office. (Excel - Word - Power Point)

Personal skills

- < Multitasks skills.
- < Time Management skills.
- < Problem - solving skills.

Technical Skills: Full awareness about my current position. (Knowledge + Skills).

Hobbies and Activities:

- Sporting (football - Running)
- Follow- up talk show programs.

Personal Information

- **Date of birth** : 5 - 4 - 1993
- **Nationality** : Egyptian
- **Marital status** : Single
- **Military status** : Completed

"Reference Available on request"