

Ahmed Gamal Yousef Mohamed Eldeeb

HR Supervisor

Mobile NO: +201098208992

Date of Birth: 8/7/1992

Nationality: Egyptian

Address: 15 A mgawra 42- 10th of Ramadan city

E- mail: ahmedeldeeb7992@gmail.com

LinkedIn: <https://www.linkedin.com/in/ahmed-eldeeb-611a98111>

SUMMARY:

Deductible and energetic business professional executive. Over 8 years of HR functions experience as well as managing complete employee life cycle. I'm looking for new challenge to improve my skills as an HR Supervisor.

Professional Experience:

1- HR Supervisor

(12/2022 – until now)

Al Malaz for Trade And Industry, Badr City

Responsibilities: -

- Conducting interviews, recruiting, and vetting new staff.
- Arranging training sessions with all new hires and refresher workshops for existing employees.
- Assisting managers with staff requirements.
- Identifying and addressing employee requirements regarding performance issues, training, and career growth.
- Performing various administrative tasks and accurately processing paperwork.
- Counseling staff on HR policies, practices, and procedures. Conducting interviews, recruiting, and vetting new staff.
- Arranging training sessions with all new hires and refresher workshops for existing employees.
- Assisting managers with staff requirements.
- Identifying and addressing employee requirements regarding performance issues, training, and career growth.
- Performing various administrative tasks and accurately processing paperwork.
- Counseling staff on HR policies, practices, and procedures.
- Conducting interviews, recruiting, and vetting new staff.
- Arranging training sessions with all new hires and refresher workshops for existing employees.
- Assisting managers with staff requirements.
- Identifying and addressing employee requirements regarding performance issues, training, and career growth.
- Performing various administrative tasks and accurately processing paperwork.
- Counseling staff on HR policies, practices, and procedures.

2- Recruitment Specialist
Al Doha Foods, 10th of Ramadan City

(11/2021 – 12/2022)

Responsibilities: -

- Build and Report on quarterly and annual hiring plans.
- Create and publish job ads in various portals.
- Network with potential hires through professional groups on social media and during events.
- Screen resumes and job applications.
- Conduct initial phone screens to create shortlists of qualified candidates.
- Interview candidate in-person.
- Design, distribute and measure the results of candidate experience surveys.
- Host and participate in job fairs.
- Follow up with candidates throughout the hiring process.
- Maintain database of potential candidates for future job openings.

3- HR Specialist
IW For Petroleum Services, 10th of Ramadan City

(1/2020 - 9/2020)

Responsibilities: -

- Responsible to filling and handover form 1 and form 6 in regards to social insurance.
- Managing a whole employee life cycle from hiring process to resignation.
- Register new employees and retire termination employees.
- Monitor and follow up on daily employee's attendance and communicate the finding to the department managers.
- Responsible to employee time management and other personal admin tasks.

4- HR Operation Specialist
Eldeeb Transportation, 10th of Ramadan City

(9/2017 to 12/2019)

Responsibilities: -

- Responsible for the attendance tracking of outsourcing personal Comparing internal time data with external company.
- Coordinating the day – to – day transportation operation.
- Prepare work assignments and related payroll records for assign operators and all transportation staff.
- Responsible for full recruitment process of internal blue-collar workers.
- Receives and investigates penalty requests and review it with HR manger.
- Responsible to filling and handover form 1 and form 6 in regards to social insurance.
- Built up relation of trust with employees.

4- HR Generalist

(5/2014 to 7/2016)

Manual Power Outsourcing, 10th of Ramadan City

Responsibilities: -

- Implement new hire orientation and employee recognition programs.
- Undertake tasks around performance management.
- Analyze data with useful HR metrics, like time to hire and employee turnover rate.
- Maintain employee files and records in electronics and paper form.
- Handle all personal activities related to labor office and social insurance such as form 1 and form 6.
- Handle monthly reports leaves, permissions, and attendance on departmental classifications.
- Handle payroll records and distributing related reports as per the variables.

Education:

- University Degree: B.Sc. in accounting (E).
- University: Higher Technological Institute.
- G.P.A: 3.21
- Graduation Year: 2015
- Graduation Project: Excellent

Professional Certificate:

- HR Professional Diploma from EGYCHAM (5/2022 to 8/2022)

Knowledge: -

- People planning.
- Talent Acquisition.
- Training Learning & Development.
- Compensation & Benefit.
- Organization Development.
- Health & Safety.
- Personnel Management.
- Performance Management.

Skills:

- Project management
- Service-focused
- Quick learner
- Hard worker
- Quick learner
- Innovative
- Strong decision maker
- Complex problem solver
- Organizational skills

Certificate Of Completion

This is to certify that

Ahmed Gamal Youssef Eldeep

Hereby granted **35 HRCI Credit Hours** (HR General)

for successfully completing all sessions and workshops of

Human Resources Diploma

August.2022



Activity ID: 583566

Trainer

Dr. A. S. S. S. S.

Dr. Ahmed Elsayed



Certificate



This is to certify that

Ahmed Gamal Youssef Eldeep

Has Successfully Completed All Requirements of

Human Resources Diploma

From May. To August.2022

75 Training Hours

Grade

Good

Training Manager

Sally Marzouk

chairman

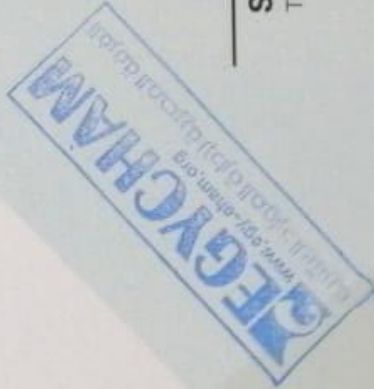
Dr. Ahmed ElSayed

CERTIFICATE

OF COMPLETION
IS PRESENTED TO :

Ahmed Gamal Youssef Eldeep

For completing all the sessions and workshops of
Human Resources Diploma
August 2022



Sally

Sally Marzouk
TRAINING DIRECTOR

— SHRM —
SHRM-CP | SHRM-SCP
RE-CERTIFICATION
PROVIDER

Dr. Ahmed

Dr. Ahmed Elsayed
CHAIRMAN

50 PDCs

Activity ID: 24-CZVUW

[EGYCHAM] is recognized by SHRM to offer Professional Development Credits (PDCs) for SHRM-CP® or SHRM-SCP®