

SHADY IBRAHIM HOSNY GHAZY

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Work Experience

Time keeper

12/2022 to Present

Union of Hassan Allam Construction Company and Orascom Construction "jv"
East Port Said

I worked as a time keeper and HR coordinator in the project of establishing the infrastructure for East Port Said factories

Collect daily attendance

- Responsible for the follow-up Time & Attendance and Absence.
- Providing daily Man power reports of the site
- Staff scheduling vacations, and that periodically follow through computer.
- Providing Time Sheets (Absence and Attendance) For Employee

housing supervisor

3/2022 to 8/2021

Orascom Construction company
El Alamein City / North Coast

I worked as a housing supervisor in a project to construct the largest bridge in the city of El Alamein.

- Receiving the project workers apartments from the owner and preparing them for housing
- Distributing the project workers among the apartments, placing all similar professions together, and arranging this on the computer in Sheet Excel.
- Constantly visiting the apartments and checking their condition
- At the end of the project, we verify the condition of the apartment and deliver it to the owner

housing supervisor

6/2020 to 1/2021

Orascom Construction Company
East Port Said

I worked as a housing supervisor in the Bahr Al-Baqar project, the largest wastewater treatment plant in the Middle East.

- Receiving the project workers apartments from the owner and preparing them for

- housing
- Distributing the project workers among the apartments, placing all similar professions together, and arranging this on the computer in Sheet Excel.
- Constantly visiting the apartments and checking their condition
- At the end of the project, we verify the condition of the apartment and deliver it to the owner

Skills



Microsoft Office

Data Entry

Adobe Photoshop

Computer Skills

Marketing skills

Presentation skills

Education



Faculty of Commerce, Suez Canal University

Bachelor's

Accounting

Ismailia

2016 to 2020

Additional Information



- The ability to learn easily and quickly.
- The ability to work under pressure and multi task.
- The ability to follow instructions and deliver good results.
- Successful working in a team environment, as well as independently.

Links



www.linkedin.com/in/shady-ibrahim97

**Military
Experience**



Ismailia
conscript
3/2021 to 3/2022