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| C:\Users\Ahmed\Desktop\pp.jpgAhmed Hamdy saleh  Mobile: 01100993648  [Mr.ahmedhamdy@gmail.com](mailto:Mr.ahmedhamdy@gmail.com) |
| A competent and organized individual who is able to work as part of a team and manage several priorities at any one time. Ahmed has a positive attitude, strong work ethic, and a keen desire to learn and grow within a firm. He possesses superb communications skills, and always treats people with respect and according to their individual needs. As a dedicated professional he fully understands the importance of the HR department to any organization, and therefore aims to make any office he works in as effective and efficient as possible. He has extensive experience of working in commercially focused organizations, and fully understands the pressures of achieving targets and accurately assessing job applicants according to their ability. |

# Experience until now

# HR mANAGER, twt and white egypt

# Planning and organization is organized according to production requirements, in coordination with all departments in the organization.

# Clarify the tasks and goals of all employees, according to the nature of their work.

# Build and enhance teamwork, coaching, supervision and support. Ability to evaluate, review, provide opinion and report on operating with integrity and constructive manner.

# The ability to control and follow all vocabulary of work, without leading to a burden.

# Granting and delegating duties and powers to others to achieve goals while following up on implementation, and to ensure the clarity of these tasks.

# Ensure the smooth running of work by relying on specific timetables and deadlines and ensure compliance with those schedules and deadlines through reminders and follow-up.

# Proper selection of employees, to ensure that the person fits the job description and the culture of the organization.

# Train employees and develop their skills and experiences, by providing appropriate training programs that provide employees, whether new or even current employees, with instructions and skills to carry out the tasks required of them to the fullest.

# Development from the work of the various departments in the company and ensuring its management within the appropriate form and in accordance with the latest and most efficient administrative standards. This does not mean interfering in administrative affairs, but only developing the used management methods.

# Following up on the performance of employees, evaluating them, alerting them to mistakes that may be committed during the course of work, and working to correct and overcome them.

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| 2019-2020HR super vioser, Cocacola Egypt  1. Develops and administers various human resources plan and procedures for all company personnel. 2. Plans, organizes and controls all activities of the department. Participates in developing department goals, objectives and systems. 3. Implements and annually updates the compensation program; rewrites job descriptions as necessary; conducts annual salary surveys and develops merit pool (salary budget); analyzes compensation; monitors the performance evaluation program and revises as necessary. 4. Develops, recommends and implements personnel policies and procedures; prepares and maintains handbook on policies and procedures; performs benefits administration to include claims resolution, change reporting, approving invoices for payment, annual re-evaluation of policies for cost-effectiveness, information activities program and cash flow. 5. Conducts recruitment effort for all exempt, nonexempt and temporary workers; writes and places advertisements; works with supervisors to screen and interview candidates; conducts reference checking; extends job offers; conducts new-employee orientations; monitors career-path program and employee relations counseling; conducts exit interviews. 6. Establishes and maintains department records and reports. Participates in administrative staff meetings and attends other meetings, such as seminars. Maintains organizational charts and employee directory. 7. Evaluates reports, decisions and results of department initiatives in relation to established goals. Recommends new approaches, policies and procedures to effect continual improvements in efficiency of department and services performed. 8. Ensures compliance with all federal, state and local employment laws  2018-2019hr (Talent acquisition chife)Work with hiring teams to build effective methods of assessing resources and the ability to manage customer expectations with a deep understanding of ROI.Screening candidates for interviews within the framework of job specifications and preparing the ideal candidate list within an appropriate and consistent schedule.Build and maintain a network of potential candidates through proactive market research and ongoing relationship management.Screening candidates for interviews within the framework of job specifications and preparing the ideal candidate list within an appropriate and consistent schedule.Communicate effectively with the hiring manager and interview team to ensure preparedness during interviews with candidates.Recommending the recruitment-related ideas and initiatives that will contribute to the company's long-term growth, implementing any new operations and modifying standard processes for employing them in line with my Company’s mission to deliver high-quality results to the customer.2016 – 2018HR (PAYROLL & Insurance chife)Prepare, design and manage monthly payroll.Record the value of the discount days of absence.Recording of advances.Recording the value of allowances.Calculation and recording the value of bonuses of all kinds.Recording the value of the overtime and rest allowance.Dealing with social insurance.Dealing with the health insurance authority.Completion of all necessary documents and documents for employees and employees to complete their procedures with government committees. |
| 2017 – Until nowHr Skills Trainer, freelancer  1. Consulting with management and supervisors to stay current on organization policies, procedures, business initiatives, technologies, and regulations 2. Coordinating corporate training programs with hiring and training periods and events 3. Overseeing the creation and development of instructional training methods, such as individual training, group training, lectures, demonstration, conferences, and workshops 4. Selecting teaching aids that assist in training, such as handbooks, demonstration models, multimedia visual aids, webinars, and computer tutorials, among others 5. Testing trainees as to measure progress and effectiveness of training programs 6. Reporting on employee training progress to department management and supervisors 7. Maintaining accurate training records 8. Receiving feedback from employees regarding effectiveness of training methods  2013 – 2016HR Associate, cocacola egypt  1. Complete all paperwork necessary for new employees. 2. Conduct contract signings for new employees covering expectations, requirements, and basic benefits. 3. Track the employee evaluation process, ensuring that all evaluations are received. 4. Assist in planning and executing special events. 5. Establish and maintain extensive files; gather material from files as well as other routine reports. 6. Research employee records in an effort to identify and correct problems. 7. Assist in composition writing as well as typing reports, records, memos, statistical tables, and purchase orders, draft responses to correspondence 8. Assist staff and applicants with a wide variety of Human Resources issues including, but not limited to, position vacancies, leave, benefits, retirement, and salary. 9. Assist Human Resource Manager and department heads in handling all paperwork associated with advertising and staffing for vacant positions  2011 – 2013HR PerSonnal, Cocacola Egypt  1. Establishes and maintains personnel, medical, and other confidential files and records according to established procedures. Responds to related requests for information. 2. Administers employment benefit, reimbursement, and retirement programs. Maintains related records, prepares related reports, and ensures timely payment of associated invoices. Communicates with benefit participants regarding policies and procedures, regulations, and benefit changes. 3. Prepares and processes paperwork for new hires and ensures the completion of all required new hire documentation and benefit related forms. Also assists with preparing employee exit and separation information and forms. 4. Processes classification changes for all employees and maintains the wage and salary program. |

# Education

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| 2018hr managment, The American University2017MINI ( MBA ), the ain shames university |
| 2013hr diploma, brilliance business school ***Diploma Project:*** Creating an effective H.R system containing all data regarding the employees. May/2010Licence of law, Alexandria faculty of law |

# courses/certifications

## ICDL, EAAC Group for training and consultancy

## course outlines:

1. Understand what the Internet is and common terms associated with it. Be aware of some security considerations when using the Internet.
2. Accomplish everyday web browsing tasks including changing browser settings.
3. Search for information and complete and submit web-based forms.
4. Save web pages and download files from the web. Copy web content into a document.
5. Understand what e-mail is and know some advantages and disadvantages of its use. Be aware of other communication options.
6. Be aware of network etiquette and security considerations when using e-mail.
7. Create, spell check and send e-mail. Reply to and forward e-mail, handle file attachments and print an e-mail.
8. Be aware of ways to enhance productivity when working with e-mail software.
9. Organize and manage e-mail.

## oracle system

## planing and organize, Coca cola academy (Behaviroal Skills)

## Communication Skills, Coca cola academy (Behaviroal Skills)

## management skills, Coca cola academy (Behaviroal Skills)

## presentation skills, Coca cola academy (Behaviroal Skills)

## Negotiation skills, Coca cola academy (Behaviroal Skills)

## BUILDING THE CAPABILITIES OF LEADERS OF TRADE UNION, COCA COLA ACADEM

## the role of hr during crisis, Coca cola academy (HR Training program)

1. Signal Detection: identifying and responding to early signals of potential crises to prevent subsequent business losses.
2. Crisis Preparation: systematic planning and preparation which may include crisis training, business continuity plans, crisis communication strategies, and crisis management teams as critical components.
3. Crisis Containment: actions to mitigate further loss and prevent escalation.
4. Crisis Recovery: resuming partial or full business operations and helping stakeholders to recover.
5. No Fault Learning: making time to review and assess — without looking to attribute blame — any learnings from the experiences.

## problem & Decision making, Coca cola academy (HR Training Program)

* **Self-Development** Coca cola academy (HR Training Program)

## developing interpersonal skills, Coca cola academy (HR Training Program)

## Guest Auditor Program, Coca cola (AUDIT training PROGRAM)

## planing and LEARING, Coca cola academy (HR Training Program)

## Training of Trainers, Dale Carnegie Training

## data analysis oniline course

# achievements

### project performance evaluation of employees,

### balance scorecard,

### Archiving system,

### third party employment database,

### employees development