
AMR OMAR FAHMI

E-mail : omaramr446@gmail.com .

Address : 20st Omar Ibn El Khatab , Nasr city , Cairo.

Mob : 01006634202.

Date of birth : 26 / 08 / 1993.

Gender : Male .

Nationality : Egyptian.

Objectives

Achieving my own career goals by obtaining a challenging position and acquiring more skills while contributing towards the success of the company with an opportunity to gain experience and learn new tasks according to the job requirements .

Education

Bachelor of Information Systems 2015

EGI Academy , Cairo .

Employment

Human resource specialist

K - Flex Insulation Group , Egypt , Cairo

Start : 10 / 2018 - Present .

Description :

- New employees hiring process, file organization and record employee data on a computer .
- Medical examination forms for new employees and extraction of health insurance cards .
- Employees resignation process .
- Extracting certificates for company cars .
- Action from Q2 companies for workers .
- Calculating the proportion of the labor and insurance office and percentage carrying factor of basic salary and variable salary
- Complete salaries and send the payroll to the bank for transfer
- Responsible for the movement of transportation for workers - staff and and completion of the steps of invoices and sending to accountant
- Work influences overtime for the company's employees .
- Action form Q1 and Q 6 will be submitted to the office of insurance .
- Responsible for recruitment process
- Preparing or updating employment records related to hiring ,transferring ,promoting and terminating
- Explaining human resources policies , procedures, laws and standards to new and existing employees
- Ensuring new hire paperwork is completed and processed
- Processing all personnel action forms and ensuring proper approval
- Process employees' queries and respond in a timely manner
- Stay up-to-date and comply with changes in labor law

Skills

Microsoft Word and Excel

Have good communication skills

Sincere hard working

Languages

Arabic , Fluent .

English , Very good .

Courses

Diploma H.R Cairo University , 2019