Curriculum Vieta

# Basic Information:

**Name:** Abdelrahman Mohamed Elmissiry

**Date of Birth (Age):** 1/1/1993

**Home City:** Alexandria

**Military:** Finished (From 2017 to 2018)

**Marital Status:** Single

**Mobile:** +201208385608

# Education Information:

**University:** Held Bachelor degree of Fine Arts (Graphic Department) – Alexandria University (Year: 2016)

**School**: Maali El-Salam Language School

# Work Experience:

# HR generalist at Orouba misr for constructions from march 2023

**Duties & Responsibilities:**

* Supervise Human Resources functions related as: Recruitment, Compensation and Performance Management.
* Supervise work instructions and procedures for HR functions and ensure their implementations.
* Leading the HR team for construction company across all construction sites in Egypt
* Prepare all monthly reports (attendance, man power, over time, hiring needs, etc.)
* Prepare the annual training plan and training needs to be approved from top management
* Prepare the annual assessment and quarter assessment to measure the company and employee performance
* Follow up social and medical insurance with the responsible team to insure every employee is covered with the right category
* Updating the organization chart for every site due the newcomer
* Perform the hale Recruitment process starting from hiring need to the final step (sending job offer)
* Preform All personnel process .

1. **HR Specialist at StitchTrade for socks** ( May 2022 to February 2023 )

**Responsibilities:** 1**-** Recruitment (white and blue collar)

* 1. Payrolls
  2. Social insurance

1. **HR Specialist at National for maintenance and constructions company** – Ezz El-Dekhila Site (2011 to 2012)

**Responsibilities:** 1- Payroll time sheets

* 1. Invoices and quotations
  2. Social insurance representative
  3. Governmental taxes representative.

1. **Sales outdoor specialist at Egyptian American Book Center** – (2013 to 2015)

**Responsibilities:** Organizing book fairs in schools and universities.

1. **HR Specialist at Alborg Ready Mix for Concrete** (Jan. 2017 to March 2017)

**Responsibilities:** 1- Recruitment specialist.

2- Attendance time sheets.

1. **Warehouse Co-Ordinator at MacroTrade** (February 2019 to July 2020)

**Responsibilities:** 1- Managing incoming and outcoming materials

2- Issuing the bills of lading for the shipping containers. 3- Organizing the Shipping trucks

1. **HR Specialist at El-Ola Automotive Company** (August 2020 to March 2022)

**Responsibilities:** 1- Attendance time sheets

1. Payrolls
2. Social insurance
3. Documents archiving
4. Recruitment
5. Appraisals and evaluations
6. Purchasing and Supply chain

# Training Courses:

1. Adobe Photoshop Course - New Horizons (2013)
2. Adobe Illustrator Course – New Horizons (2013)
3. Onyx pro – Oracle database system (2020)

# Skills

## Computer Skills

* Microsoft office (Word, Excel and Power point)
* Adobe Acrobat
* Adobe Photoshop

## Language Skills:

* **Arabic:** Mother Tongue
* **English**: Very Good

# Hobbies

* Swimming
* Football
* Photographing
* Driving