

Kareem Khamis Shafik

GENERAL INFO

Full Name. Kareem Khamis Shafik

Date of Birth: 16th of April 1988

Nationality: Egypt

Marital Status: Married

Location: Moharam Bek, Alexandria, Egypt



CONTACT INFO

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PROFESSIONAL EXPERIENCE

Nov 2022 to Present
Until now
Senior Payroll specialist at Dr. Assem Elmanfy pharmacies
Alexandria, Egypt
Industry: Pharmaceuticals. Company Size: 101-500 employees
Payroll

Mar 2022 to Present
Until now
Senior Payroll and personnel specialist at Amico Pharma
Alexandria, Egypt
Industry: Pharmaceuticals. Company Size: 101-500 employees
Payroll.
Personnel

Mar 2018 to Oct 2020
(2 years and 7 months)
Personnel and Payroll Manager at Pablo cafe and restaurant
Alexandria, Egypt
Industry: Food and Beverage Production. Company Size: 101-500 employees
Payroll
Personnel

Education

2009 **Bachelor's Degree in Computer and information technology**
Aboukir High Institutes for computer and information systems, Overall
Grade: Good

2005 **Thanaweya Amma**
El-mosheir Ahmed Badawy, Egypt
Overall Grade: Good

CERTIFICATES AND TRAININGS

Nov 2021 **Human resource management and planning** at Abni Nafsak institute
Human resource management planning.
Manpower Planning
Attracting employees.
Selection and appointment stages.
Training and development.

Nov 2020 **Payroll** at Online

Apr 2019 **Human resource specialist** at MDC cente

LANGUAGES

- Arabic: Advanced.
- English: Basic.

SKILLS

- Advanced in Payroll System
- Use of fingerprint devices
- Microsoft Excel
- Human Resources Development
- fast learner and Good researcher.
- Intermediate in Establishing a paper system and a documentary cycle and Find cheap and effective solutions.