

ESRAA EL-SAYED MOHAMED

Human Resources

Gesr el suez street - & El-Mostakbl city - Cairo

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01120811549 - 01030164026

Age: 28 years

Objective

Hardworking within [7] years of experience working Trained in project and time management with extensive Knowledge and proven multitasking abilities

Work Experience

I T System - (03/2022 - 06/2024)

Nasr City

Hr Generalist

- Help create organization I guidelines.
- Monitor HR department budget and payroll distribution.
- Listen to employee problems and seek solutions.
- Conduct employee evaluations.
- Assist with employee onboarding procedures.
- Update records to accommodate new hires.
- Come up with ideas to motivate employees.
- Write reports on HR department activities.
- Coordinate with other HR professionals.
- Research new HR trends.

Happy Pets - (08/2021 - 08/2020)

Nasr City

HR Generalist

- Gathering information on hours worked for each employee
- Calculating the correct amount incorporating overtime,deductions, bonuses etc.
with assistance of a computer
system
- Receiving approval from upper management for payments when needed.

Happy Pets - (08/2020 - 07/2019)

Nasr City

Assistant General Manager

-Assist the manager in organizing, planning and implementing the various strategy.

-Coordination of operations within the institution.
-Ensure that specified schedules are met.

-Follow-up and help achieve goals by employees.

-Track progress on goals periodically.

-Monitor and maintain stored inventory.

-Evaluate employee performance and identify recruitment and training needs.

-Supervise and motivate employees to do their best.

Happy pets - (07/2019 - 11/2018)

Nasr city

customer service

Sedra Lab - (10/2017 - 09/2018)

Masr El Gdeda

Office Manager

Education

(05/2012 - 12/2014)

El -Salam school

Bachelor's Degree in Faculty of Arts , Department of Oriental Languages (04/2014 - 09/2018)

Cairo University

Courses & Certifications

• A Persian and Turkish - Armed Forces Institute (08/2019)

Human Resources Management - Private course (05/2021) •

Languages

- Arabic - (Fluent)
- English - (Advanced)
- Turkish - (Intermediate)

Skills

- Microsoft Office - (Expert)
- Oracle ERP Cloud - (Basic)