

ramy hany

Human Resources

01288404679 @ ramyhany129@gmail.com ramyhanylinkedin.com alexandria, egypt



SUMMARY

A results-driven HR specialist who is used to working in fast-paced environments and being responsible for developing high-performing teams. Able to create an engaging organizational culture. and I am good at other administrative tasks .

EXPERIENCE

Human resources specialist

Orascom Construction

01/2021 - 07/2022 almen-alex

<https://orascom.com/>

constracion

- I worked in the human resources department at Orascom Construction
Working on the company's attendance lists And follow up with the fingerprint device
Work on preparing employee salaries
Sending emails to suppliers through cooperation with the company's purchasing department
Prepare appraisal For employees

Human resources specialist

micon misr constracion and building S.A.E

07/2022 - until now alexandria

constracion

- I work in the company preparing salaries for employees
In social and medical insurance work
Conducting personal interviews for new employees
And in preparing the company's appointment procedures
Working with the company's quality system and obtaining ISO twice

LANGUAGES

Arabic Native ●●●●● English good ●●●●●

SKILLS

Employment Verifications Excel

Team Development Interns

Organizational Culture Finances

word hard worker problem solver

fast learner pc

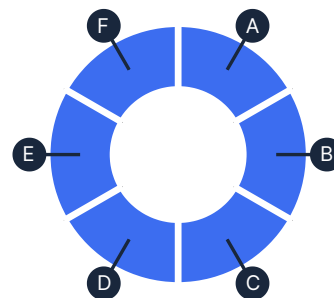
EDUCATION

faculty of law

Alexandria University

2015 - 2020 egypt

SOFTWARE



- A microsoft office
- B oracle
- C p.c
- D well access to internet
- E micon system
- F adobe photoshop