

Zeyad Elsayed Ibrahim



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Personal Details

- Date of Birth : 25/04/2000
- Marital Status : Single
- Nationality : Egyptian
- Religion : Muslim
- Gender : Male

Objective

As a recent graduate, I am seeking a role which allows me to continue learning and perfecting my skills as I provide high-quality work, and encourages me to flourish as a HR Specialist.

Education

- **Alexandria** 2023
Faculty of Arts Sociological Section
Good
- **EAAC Group for Training& Consultancy** 2023
Human Resources Specialist
Very Good

Experience

- **Gharably Integrated Engineering Company** Oct-2021 - Sep-2022
Hr Assistant
1- Assisting with day to day operations of the HR functions and duties.
2- Providing clerical and administrative support to Human Resources executives.
3- Compiling and updating employee records (hard and soft copies).
4- Process documentation and prepare reports relating to personnel activities (staffing, recruitment, training, grievances, performance evaluations etc).
5- Assist in payroll preparation by providing relevant data (absences, bonus, leaves, etc).
6- Coordinate communication with candidates and schedule interviews.
7- Assist our recruiters to source candidates and update our database.

Skills

Team Building Problem Solving Decision Making Labor Laws Organizational Skills
MS Office (Excel - Word - Power Point)

Achievements & Awards

- HR Diploma From EAAC

Languages

- English: Very Good Written and Spoken