

MOHAMED ASHRAF ABO ZEID MOHAMED

Human Resources Clerk



CONTACT

01097997468
37ashrafmohamed@gmail.com
Mit Ghamr – Dakahlia

EDUCATION

- Bachelor of Management Information Systems
 - Delta University, Mansoura, 2022
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SKILLS

- Communication Skills
 - Social Media
 - Social Insurance
 - Microsoft Office
 - Egyptian Labor Law
 - Time Management.
 - Hard Working.
 - Ability to communicate with people.
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LANGUAGES

English

PROFILE

Seeking a challenging position in Human Resources field at hotels that will help to expand and develop experience, interests and qualifications.
My objective is to constantly grow and learn in a creative professional environment while cultivating personal ambitions and enriching my understand

EXPERIENCE

- Jaz Hotels Group(Jaz belvedere Resort Sharm El Sheikh)
19/08/2022 - Till Now
Human Resources Clerk

Conducting interviews, recruiting, and vetting new staff
- Handle the termination process
Fulfilling required documents e.g. separation form exit interview.
- Social activities
- Communicate with the relevant authorities.
- Preparing employee payrolls and imposing sanctions and incentives in accordance with the company's laws.
- Preparation and organization of documents and files of employees and processing contracts.
- Performing various administrative tasks and accurately processing paperwork.
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TRAINING

- •Human resources course
- •Service Excellent
- •Filing Documents
- •Smart Training