### Experience

sherif hamada ahmed

human resource generalist

# personal date

Date of birth: 23/7/1994

Nationality: Egyptian

Marital status: Married

# Objective

As a Human Resources Professional with 4 years experience, possessing strong academic background and a proven track record in Human Resources field. I’m seeking to join an Organization where I can contribute to the achievements of the organization’s strategic objectives.

## Address

District 11, cluster 164, building no.105 6th of October

**T**- 02 01116401780

## **E-** sherif7amada@yahoo.com

## Language:

## Arabic: Mother language

## English: good command of written

#### brilliance international school

##### mar 2019 - present

-Handled all Payroll issues in the company, including setting and processing the following:

salaries for new jobs, pay increases, --pay reviews, Commission and bonuses

-Follow-up attendance and leave, and staff's tasks

-Follow up the implementation of issues relating to the contracts of employees.

-Implementation of the strategy related to termination of service.

-Follow up the on probationary period and the recruitment procedures.

- Responsible for all files, such as; Responsible social insurance form (1.2.6) and Responsible labor office's

Registration.

-Responsible for staff adherence.

-Collect the time data and payroll information for company

- Save and arrange all employees' files and records.

#### areej home furniture

##### jan 2020 – jan 2021

-Responsible for Recruitment and Hiring, knowledge (with practice) of comprehension.

-Head of the selection process, assess candidates using proper tools of filtration, work force planning and budgeting.

-Received all the job applications, sorted and classified based on each profession and store in database for retrieval as and when required.

-Specific recruitment processing tasks include: short listing candidate CVS against job descriptions, updating vacancy and applicant status within the recruitment procedure, organizing interviews and producing interview schedules

-provide updates on their progress

- Handles all Payroll issues in the company including setting and processing

#### Dr,ayman aboella office

##### mar 2015 – feb 2018

Worked as managing director for the offices of Dr. Ayman Aboela. the speaker for the house of representatives for the 6th of October district. Managed schedules, meetings, and requirement

#### Magic llc

##### Jan 2014 – jan 2015

Handled different sales tasks for Magic, which is a subsidiary partner for Te-Data in 6th of October city

### Education

#### Cairo University, Bachelor's of Law

Studied the basics and comprehensive aspects of Egyptian law with a focus in Labour law. Graduation Grade: Good

COURSES

**- Human Resource Diploma (HRCI)**

june 2021 – feb 2022

**- Department of Legal Affairs**

elhakanya 2019

**-ICDL**

 2012

## Skills & Abilities

Have the ability to work both independently and Team work

Personal Skills:

Easy and fast to learn.

Can work under pressure.

Analytical & strategic thinking abilities.

Persuasive and Co-operative. Dynamic approach & willing to face challenges.

Good organizational and communication skills with good correspondence.

Flexible to deal.

Problem solving, Negotiation skills, Feasibility study & Business planning.

Computer Skills:

Professional with: MS Office (Power point-Word-Excel Outlook) - Internet skills.