

Adham Ashraf Hamdy

HR coordinator

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Seeking a challenging career with a progressive organization that provides an opportunity to capitalize my technical skills & abilities in the field of sales. Motivated to learn, grow, excel and achieving full potential in sales field.



Education

Jul 2013 - Jul 2018 **Bachelor of Laws:**

Benha University, Faculty of Law - Cairo

- Overall Degree Rating (Good) (2020)



Professional History

May 2023 – Current **HR Coordinator**

El Mezllawy Holding Group, Cairo

Roles and Responsibilities:

- Personal
- Recruitment
- Attendance
- Appraisal Performance and Payroll

Jan 2022 – April 2023 **Public Relations Coordinator**

Metro Subway, Cairo

Roles and Responsibilities:

- Listening to people's issues and forwarding it to the Stakeholders.
- Assist in carrying out any activity whatsoever inside METRO.

Jan 2019 – Dec 2021 **Store Manager**

Sprint Egypt authorized franchise from Telecom Egypt, Cairo

Roles and Responsibilities:

- Solving and handling customers problems
- Dividing target all over the employees
- making a clear plan for every month
- Following up mail



Software

System Hits Advanced Level



System Next Mid-Level



Microsoft Windows, MAC OS



Microsoft Outlook, Excel and PowerPoint



Courses

- Professional Human Resources International (PHRI) (2022)
- Human Development (2020)
- Human Resources (2019)
- ICDL (2018)
- English courses at MODLI (levels from 4 to level 9) (2018 - 2019)



Languages

Arabic



English



Skills

Highly organized and efficient



Strong command of communication



Ability to work hard under pressure



Motivated to achieve high personal standards



Team and Individual Works



Negotiation

