

PERSONAL INFORMATION

Name / Ahmed Nabil Mohamed



 Address Ezz eldin omar – Elahram st. - Giza- Egypt

 Mobile 01020481094

 Email ahmed-nabeil@outlook.com

Sex Male | Date of birth 24/10/1985 | Nationality Egyptian

WORK EXPERIENCE

From 01/08/2019 – 28/02/2022

Company Name / Lotus Sanitary ware



Position Deputy Manager

Address second district El hosary square 6th of October – Giza

Job Description :

- Inventory and sales management
- social media coordinating
- Follow up on the accounting system

Company Name / Ceramica Cleopatra Group



Address 36 Al batal ahmed abd el aziz st. , El mohandseen – GIZA

Website www.cleopatraceramics.com

From 20/11/2016 – 29/07/2019

Position Senior HR Generalist

Job Description

- plan and manage recruitment and selection of staff
- develop and implement human resources policies and procedures
- administer HR policies and procedures
- administer compensation and benefits
- ensure compensation and benefits are in line with company policies and legislation
- handle employee complaints, grievances and disputes
- administer employee discipline processes
- conduct exit interviews
- review and update employee rules and regulations
- Medical insurance
- Process new hires, terminations, transfers, promotions, leave of absence and existing employee changes related to payroll .
- Preparing or updating employment records related to hiring, transferring, promoting, and terminating
- Explaining human resources policies, procedures, laws, and standards to new and existing employees
- Ensuring new hire paperwork is completed and processed
- Informing job applicants of job duties, responsibilities, benefits, schedules, working conditions, promotion opportunities, etc.
- Addressing any employment relations issues, such as work complaints and harassment allegations .

From 07/12/2007 – 20/11/2016

**Position Administrative Supervisor
at the same company CCG**

Job Description :

- Administration to a working group that coordinates the company's products within the company exhibition.

From 01/08/2006 – 29/08/2007

Company Name / Flash Tours



Business or sector : Tourism

Position Receptionist

Address **el Tachteet al Ekilmy St. Ground Floor.**
website <http://www.flashtour.com/>

Job Description :

Guests reception and organize their trips and solve any problems they face during the visit to their departure

EDUCATION AND TRAINING

From 2002 to 2006 **Major BSC of commerce**
University Ain shams university

PERSONAL SKILLS

Languages
Mother tongue Arabic
Other Language English

Communication skills

- During my studies I have worked in numerous group and team settings where I was able to articulate points of discussion with my team.
- Involved in leadership roles at both high school and in a youth group using effective communication ability to engage peers and audience.

Organisational / managerial skills

- Organisational and leading abilities.
- Ability to work in a different culture and climate.
- Adaptability and flexibility.
- Confidence in public leading and public speaking

Other skills and hobbies

- Hours riding, Internet and Chess.
- Have a driving licence

Computer skills as a user * excellent command of microsoft office, internet , software and hardware