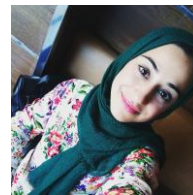


Mayar Elshazly

GENERAL INFO

Full Name: Mayar Mohsen Elshazly
Date of Birth: 1st of October 1994
Nationality: Egypt
Marital Status: Single
Location: Shorouk City, Cairo, Egypt



CONTACT INFO

PROFESSIONAL EXPERIENCE

Aug 2018 to Present
(1 year and 8 months)

HR Coordinator & Lawyer at Cougar Group

Cairo, Egypt

Created excel sheets completely depended on with its formulas like : monthly closing attendance sheet, employees activity tracker, annual leave tracker.

Responsible of registering the brands before the export & import authority.

Responsible of insurance and Labor office matters.

Keeping records for the weekly attendance & calculate the absence hours, punishment days, sick leaves and overtime hours.

Updating the payroll sheet with the previous data by adding the starters and removing the leavers and quit employees

Updating the employees' database for the whole company. Dealing with employees complaints and inquiries.

Contact with the company employees on daily basis to supply them with required data & HR letters.

Updating the holiday balance for the employees.

Collecting the documents related to the holiday balance (annual and casual vacations forms- sick leaves forms) and keeping a record of all the related documents.

Responsible of legal issues related to the company.

Jan 2018 to Jul 2018
(6 months)

Lawyer at Star Home Company for Real Estate

Cairo, Egypt

Company Size: 1-10 employees

- Writing civil contracts between clients and company.
- Attending court hearings of issues related to the company.
- Responsible of the document control section

Jan 2016 to Dec 2017
(1 year and 11 months)

Personnel specialist at Mourad for legal affairs

Cairo, Egypt

Industry: Legal Services. Company Size: 1-10 employees

- Mainly Responsible for all related issues with labor law & social insurance of the following companies " OLX , Kijamii , WickedKnot for cloth manufacturing & printing, Frogssel, Rakmo for instruction".

- Maintain proper relationship & communication with all governmental associations (Social insurance offices & Labor office)

- Issuing all governmental monthly and periodical payments checks & cash.

Jul 2015 to Dec 2017
(2 years and 5 months)

Lawyer at ElFateh Legal Office

Cairo, Egypt

Industry: Law Enforcement, Legal Services. Company Size: 1-10 employees

- Lawyer
- Legal Translator
- Attending court hearings in civil and legal cases.
- Writing petitions and briefings.
- Responsible for distributing work assignments to other lawyers

EDUCATION

2012 - 2017

Bachelor's Degree in Law

Faculty of law, english department, ainshams university, Egypt

Overall Grade: Good

ACHIEVEMENTS

A member of faculty of law Ainshams univ. musical team. .

CERTIFICATES AND TRAININGS

Nov 2017

Licentiate of Law - English Section

Sep 2017

HR Mangement Diploma at Egy Cham

LANGUAGES

- Arabic: Fluent.
- English: Advanced.

SKILLS

- Intermediate in Microsoft programs and Personnel specialist .

AREAS OF EXPERTISE

- Intermediate in Law.