

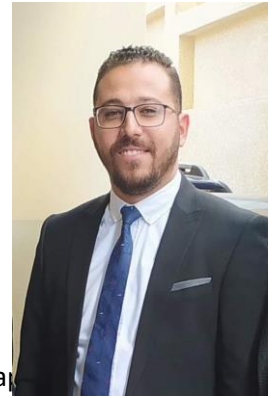
Kareem Ahmed Hamed

Villa 66 – Ninth District - El Shorouk City, Cairo, Egypt

Date of Birth: 01/01/1992

Nationality: Egyptian

Marital Status: Married



High communication skills on all levels and roles. Self-motivated with ability to learn and apply new ideas. Creative, enthusiastic and willing to take on increased responsibility. Very patient & tolerant to pressure. Act professionally while maintaining a good sense of humor. Highly adaptive to changing environment and new challenges.

Education

- Bachelor's degree, Management Information System – Future Academy 2008-2012
- Full HR Diploma – EgyCham

Skills

HR Management Problem Solving Time Management SAP User
Teamwork Hard Worker Team leader. Ability to work under pressure.
Very good user of Windows, MS Advanced Search on the Internet
Arabic: Mother tongue. English: Very good at (Reading, Writing and speaking).

Experience

Recruitment Sr. Executive at Arma Group

Dec 2017 to Present

Select and recruit high talented elements to improve the general performance of the organization to achieve its strategic goals.

- Be sure to match the organizational structure with manpower planning
- Attract and hire the best elements in the company
- Reduces the time of recruitment process
- Prepare the orientation programs for the new hires
- Participating in recruitment events (employment fairs)
- Making interviews to promote the best performers
- Prepare and Announce admin decrees after fulfilment of all signatures
- Send the recruitment report to financial department
- Find CVs through recruitment sites
- Prepare candidates tests such as English test --Excel --word

Personnel Executive

Dec2016 –Nov 2017

Responsible for all matters relating to acts of Personnel of Social Insurance and the labor Office and dealing with government agencies in all matters relating to the company and the employees to deal internally with all employees with respect to hiring and update their database

- Review and update personnel files according to the checklist
- Match current employees insured with Form 2 sap
- Finished hiring process for workers ending their service
- Renew contracts before the expired a month
- Interview the end of the service employees
- Recorded data for new employees on SAP
- Insurance for the new employees
- Pay Insurance and labor office checks
- Prepare Insurance form 2
- prepare the hiring report monthly and record their exit from the SAP

Management Trainee at Arma Group

May 2016 – Nov 2016

Management Trainee Program" is a rotation program within Marketing, HR, Purchasing, Planning and System departments in group's plants and academic business and management lectures. Where I gain Skills, Knowledge and experience at these departments all. And knew how it works on SAP system and Wetron System too.

Operational Specialist at Orange (Mobinil) Smart Village

Oct 2012 – Mar 2016

Tech support workers manage, maintain, and repair IT systems. Their responsibilities include diagnosing and repairing faults, resolving network issues, and installing and configuring hardware and software.

THANK YOU FOR READING!

Upon your request.