

# Kerolos Gerges Wahba

HR Generalist

## Professional Summary:

Enthusiastic professional eager to leverage experience in a dynamic environment, committed to contributing to the growth and success of an esteemed organization. Passionate about continuous learning and skill enhancement, ready to embrace new challenges and responsibilities that foster professional development. A proactive team player dedicated to delivering results and driving organizational excellence. Excited about the opportunity to make a meaningful impact within the company.

## Skills:

Competent in English communication and Italian literacy

Effective communication

Talent acquisition

Proficient in Microsoft Excel and Word

Employee relations management

Secure document oversight

Conducting exit interviews

Workforce retention

New hire orientation

Attendance tracking

## Experience:

**HR generalist** | Focus Pharma pharmaceutical company - Cairo, El Matareya

01/2025 - 12/2025

- I worked as a HR generalist at Focus Pharma pharmaceutical company. (1 year)

**Receptionist** | Horizon Shahrazad Hotel -Giza, Agouza

01/2024 – 06/2024

- I worked as a receptionist at the Horizon Shahrazad Hotel in Agouza. (6 month)
- Greeted incoming visitors and customers professionally and provided friendly, knowledgeable assistance.
- Responded to inquiries from callers seeking information.
- Resolved customer problems and complaints.
- Answered phone promptly and directed incoming calls to correct offices.

**Data entry** | George pharmacy - Cairo, Sheraton

01/2023 – 12/2023

- I worked as a data entry at George pharmacy at grand hospital in Sheraton. (1 year)
- Minimized manual system errors with streamlined data entry process.
- Managed inventory levels effectively through accurate data entry and record-keeping practices.
- Streamlined prescription processing with accurate data entry and verification of patient information.

## Education:

Ain Shams University - El Abassya

2021

**Bachelor of Arts:** European Civilization Department

**Languages:**

**English:**

Professional working

**Italian:**

limited working

**Arabic:**

full professional

**Certifications:**

PHR - Professional in Human Resources - EGY CHAM

Jan 2026

American Egyptian Academy- Advanced level

Aug 2022

Italian language Workshop- Ain Shams University

Oct 2020

Italian cultural institute-Cairo (level 3)

Feb 2020