

# Ahmed Salah Mohamed

20 El Dokki st, Giza, Egypt

## **Objective:**

Seeking a challenging opportunity as Human Resources Specialist or Generalist or any other field in HR.

## **Education:**

- Bachelor of Commerce (Cairo University).
  - Major: Accounting.
  - Gradation Year: (2019).

## **Work experience:**

- HR Generalist at Al-Amal Company from Dec,2019 - till now

### **Responsibilities:**

- Process and maintain personnel records and files by following up the employees' credentials completion and developing personnel files for newcomers to ensure adherence to the personnel filing system.
- Follow up probation periods to proceed with termination if required.
- Manage the process of employee's termination and suspension (resignations, end of contract...etc.).
- Prepare the memo's regarding releasing the salaries, deserved payments for current and resigned staff.
- Issuing HR Letters.
- Keep good relations and communication channels with concerned governmental authorities; this includes the Labor Office and Insurance Authority in order to avoid any penalties that can be imposed on the company.
- Handle employees' insurance procedures through preparing Form 1,2 and 6.
- Administer termination procedures by exiting terminated employees out of the system and accomplish required documents and make financial Settlement and papers to ensure updated and accurate employee database.
- Recruitment Cycle.

## • **Training and courses:**

- HR Diploma at Egycham (35 Hours) accredited by Ain-Shams University and HRCl.
- English Course at 4level1.

## **Skills:**

### **Computer:**

- Microsoft (Word, Excel, PowerPoint, Access and Outlook).

### **language:**

- English: Good in Writing and V. Good Speaking.

### **Personal:**

- Communication Skills.
- Mange Time.
- Negotiation Skills.
- Self-Motivated.
- Works as an effective team member.
- Multitasking.
- Leadership
- Flexibility.

## **Additional Date:**

- Date of birth: 21/2/1997.
- Marital Status: Single.
- Military Status: Exempted.

**References are ready upon request.**