

Ahmed Reda Mohamed Samy

Location: Zagazig, Sharkia, Egypt.

Objective:

Seeking a challenging opportunity as Human Resources Specialist in a reputable company that would allow me to develop and utilize my skills and gain new experience.

Education:

- Human Resource Management Diploma at Egycham accredited by Ain-Shams University and HRCI, April 2022.
 - Bachelor of Commerce, Zagazig University, Accounting department, May 2017.
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Work experience:

- **Human Resources Specialist at Vivo (May 2022 - Present)**
 - Creating and maintaining personnel records for each employee and maintaining the employee database system.
 - Ensuring newly hired staff members paperwork is completed and processed.
 - Establishing social and health insurance for the entire staff.
 - Keeping records for the weekly attendance and calculate the absence and overtime.
 - Manage the process of employee termination, suspension, resignations, end of contract ... etc.
 - Preparing final settlements to the resigned employees.
 - Creating and Updating Contracts.
 - Responsible for the recruitment cycle (white and blue coolers).
 - Maintain an updated and organized CV Bank.
 - Conduct new employees' orientation.
 - Designing and updating Job descriptions for all positions.
 - provide needed reports and data whenever required by management.
- **Human Resources Generalist at Smarttel (August 2021 – May 2022)**
 - Creating and maintaining personnel records for each employee and maintaining the employee database system.
 - Ensuring newly hired staff members paperwork is completed and processed.
 - Establishing social and health insurance for the entire staff.
 - Keeping records for the weekly attendance and calculate the absence and overtime.
 - Processing of monthly payrolls.
 - creating bank accounts for the new employees.

- Manage the process of employee termination, suspension, resignations, end of contract ... etc.
- Preparing final settlements to the resigned employees.
- Select the right sources for recruitment.
- Prepare and Publish Job Ads in various portals.
- Receive the job applications or CVs submitted from (social media and professional platforms like Wuzzaf).
- Screening and filtering CVs and application forms according to job descriptions.
- Maintain an updated and organized CV Bank.
- Call candidates to schedule face to face interview time and date.
- Follow up with candidates throughout the hiring process.
- Sending job offers to the accepted candidates and follow up with the hiring documents.
- Creating and Updating Contracts.
- Conduct new employees orientation.
- Designing and updating Job descriptions for all positions.
- provide needed reports and data whenever required by management.

• **Accountant at Al-Sheref for contracting (May 2019 - July 2021)**

Training and courses:

- International Computer Driving License (ICDL) December 2015.
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Computer skills:

- Proficient use of all Office programs specially Word, Excel and PowerPoint.
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Language skills:

- Arabic: Mother tongue.
 - English: Very good at both speaking and writing.
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Personal skills:

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| • Reliable. | • Creative thinker. |
| • Commitment. | • Cool-tempered. |
| • High presentation skills. | • Able to work independently or in a team. |
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Additional data:

Date of Birth: December 22, 1995.
 Marital status: Single.
 Military status: Completed.
 Car license: valid.

References:

References are ready upon request.