



Date of Birth:  
31/10/1989

Address:  
1 Misr Helwan Al Zeraei Street -  
Maadi - Cairo

## Skill Highlights

- Skill Highlights
- Project management
- Strong decision maker
- Complex problem solver
- Creative design
- Innovative
- Service-focused

## Languages

English V Good  
Arabic Mother tongue

## Computer

MS Office  
V Good with computer

**Human Resource Specialist:** specializing in personnel and Training & development. seeking for a new challenging position in HR field.

# Eslam AboSreea Ahmed

## Experience

Since 05/2014 till Now

HR Specialist, BRJ, Egypt

- Administer health and life insurance programs.
- Record attendance and leave and add their impact on salaries and vacations
- Dealing with government agencies (labor office - social insurance...)
- Implement training and development plans
- Update employee records with new hire information and/or changes in employment status.
- Maintain organizational charts and detailed job descriptions along with salary records.
- Forecast hiring needs and ensure recruitment process runs smoothly.
- Develop and implement HR policies throughout the organization.
- Process employees' queries and respond in a timely manner.
- Stay up-to-date and comply with changes in labor legislation

## Education

2012

Bachelor of Laws: Public Law  
Cairo University

## Certifications

HR Professional Diploma (certificate): EgyCham.  
HR Diploma (certificate): HR council  
Data Analysis (certificate): UDACITY  
Web developing (certificate): UDACITY.

## References

References available on request