

Muhammed Hesham Elrawashdy



OBJECTIVE :

I am seeking for a job opportunity As an HR Generalist because I have Volunteering Experience at Enactus USC as an HR Team Leader, I have a professional HR diploma so I have the knowledge, value to help the company and Build New connections, Giving solutions for problems through 8 functions, so I need the opportunity to show My Abilities & get the practical Experience.

Education :

Bachelor of Commerce, English section, University of Sadat City (USC) 2022

Major: Business Administration **Grade :**(Very Good)

VOLUNTEERING EXPERIENCE:

Team leader, Enactus, HR committee, USC 2022

- Made online sessions for my team about (Training and development function)
- Made 30 interviews for Newcomers
- Made 5 interviews for Vices head presentation
- Made 3 Feedback interviews for the team presentation
- Made SWOT Analysis with my team for team presentation
- Give Tasks and evaluate 7 HR ambassadors
- Evaluate 22 members
- I'm a member at the Training and development team (Made an online session about How to make a professional LinkedIn profile)
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Presenter: Enactus, Team presentation, USC 2020

- Made survey at the poor village as presenter ambassador
- Learned presentation skills
- Made a presentation in front of the Enactus team

Volunteer, life makers, HR committee, Markaz Badr 2021

- Made survey in poor village and helped people
- Made 6 interviews

ACHIEVEMENTS

- Get Active Team leader at Enactus USC 2022
- Won Fourth place (repeatedly) in the Department of Business Administration 2022

TRAINING & COURSES

- PROFESSIONAL HR DIPLOMA WITH EXCELLENT GRADE, EGYCHAM 2023
- **HR Specialist Training:** Trainer Ahmed Akel **(+100 hours)** 2022
 - **Certified by "HRCI"** Human Resources Certification Institute in America.
 - Strategic Human Resources Management (18 hours)
 - Performance Management System (18 hours)
 - Job Analysis & Job Design (18 hours)
 - Recruitment & Selection (18 hours)
 - Training & Development (18 hours)
 - **Key Abilities & Skills**
 - Set Suitable Vision, Mission, and Strategic Goals.
 - Convert Strategic Goals into SMART Objectives.
 - Design the organization's organizational structure.
 - Plan the workforce and identify all required jobs.
 - Design job description forms for all required jobs.
 - Determine job specifications of required vacancies.
 - Determine the appropriate recruitment channels.
 - Design knowledge, skill, and behavioral test forms.
 - Design a SMART performance management system.
 - Design employee performance evaluation forms.
- Leadership skills, Entrepreneurship, and Business University Make Business academy 2021
- Human resources, American Chamber of Commerce, UCCD, USC 2021
- Human Resources, Entrepreneurship and Business University, Make Business Academy 2021
- How to be HR, Ahmed Akel 2021

SKILLS

- Personal Skills: Very Good at Communication, Presentation, Problem-solving, Leadership.
- Language Skills: Very good at spoken English and Very good at writing.
- Computer skills: good in Excel, Very good in Word and PowerPoint.
- Technical Skills: Excellent in HR planning How to make professional job Analysis and job Description, T&D Module, Talent Acquisition, Com& Ben, personnel management.

PERSONAL DATA

- DATE OF BIRTH: SEP, 7th, 2000
- MARITAL SATUS : SINGLE
- GENDER: MALE

REFERENCE

- ALREADY APPOINTMENT REQUEST