

# Ahmed Atef Saad Hashem

## OBJECTIVE

- Seeking a challenging as HR Generalist

## Education

Bachelor's in commerce, Ein Shams university , May 2019

- Minor: accounting continuing education
- B.F.A diploma at Banker's Lounge Academy
- presented from Banker's Lounge Academy to best project
- presented from Banker's Lounge Academy to best team
- Human resources management at Turst Academy from May 2022 to Jul 2022
- Advanced Human Resources Management Diploma (PHRI) at **EgyCham** from 24 Nov 2023 to 26 Jan , 75 Training Hours ; in which I learnt :-
  - 1-talent acquisition
  - 2-training learning and development
  - 3-Compensation and benefits
  - 4-Personel

## EXPERIENCE

### ❖ Capital real estate developments

#### ❖ HR Generalist

from OCT 2022 – till date

- . Follow up the daily attendance of employees through the human resources system.
- -Submitting periodic reports on employee regularity, reviewing employees' leave, absence, attendance, and sick leaves, and preparing the salary report.
- Maintain personnel records for each employee to constantly update the personnel database system.
- Preparing job descriptions, announcing vacancies and managing the recruitment process.
- Selection and appointment of new employees based on the required criteria.

### ❖ ELFOUAD Company For general supplies

#### ❖ Supplier ( private business ):

From 01-Jan 16 to Sep 2022

## SKILLS

- Self-motivated
- Works well under pressure
- Proficient in prioritizing and completing tasks in a timely manner
- Strong attention to details, Strong analytical skills
- Knowledge of Oracle, Excellent MS Office.
- Communication skills
- Time management
- Team work

## Languages

- Arabic - Native
- English – Good

## Personal Data

- Date of Birth: 21/9/1997
- Nationality: Egyptian
- Marital Status: Single
- Military Status: Exempted

## Hobbies and Interests

- I enjoy staying fit and going to gym, running, Biking
- I'm Actively volunteering in Resala in the summer to help with charity.

*FURNISHED UPON REQUEST*