

# **Ramy Gerges Ibrahim**

**Cairo, Egypt**

## **OBJECTIVE**

- HR & Administration professional with 3 years of practical experience in recruitment, employee attendance, leave management, employee relations, and daily workforce coordination. Holding a Business Administration Diploma in Human Resources from Helwan University and a Professional HR Diploma from EgyCham. Seeking an HR position where I can utilize my practical experience and HR knowledge while contributing to effective workforce management and employee relations.

## **EXPERIENCE**

- Deputy Manager at Lotus Conference Center – March 2023 – Current
  - Coordinating and participating in the recruitment process, including screening, interviewing, and selecting candidates
  - Assisting in setting salary offers.
  - Managing employee leaves
  - Tracking employee attendance records and ensuring timely reporting and action on absences or lateness.
  - Transferring employees between locations/departments
  - Train, motivate, and evaluate staff to improve productivity and service.
  - Prepare operational reports and present insights to management.
  - Participate in strategic planning, budgeting, and staff scheduling.
  - Step in as acting manager during the absence of the Hotel Manager.
  - Assist the Hotel Manager in overall hotel operations
  - Supervise and guide department heads to ensure high-quality service standards.
  - Monitor occupancy levels

## **ACADEMICAL EDUCATION**

- Business administration diploma in Human Resources, Helwan University Grade Very Good – June 2025.
- Bachelor Social Services, Helwan University with grade Good - June 2023.

## **COURSES**

- Professional Hr Diploma of Egy Cham Grade Excellent – August 2026

## **References**

Furnished upon request

## **SKILLS**

### ➤ **Personal skills:**

- Multitasked and ability to work under stress.
- Self-motivation, determination and confidence.
- Meticulous attention to detail.
- Excellent problem-solving skills.
- Ability to work to deadlines under stress.
- Excellent interpersonal and communication skills, including good presentation and report writing skills.
- Ability to work on my own initiative and as a part of the team.

### ➤ **COMPUTER SKILLS:**

- Very good user of Microsoft office (word\_ excel)

## **LANGUAGE**

- Arabic: Mother tongue
- English: good command of spoken, read and write.

## **PERSONAL DETAILS**

- Date of Birth: 30/01/1999
- Military service: Exempted
- Marital status: Single

## **References**

Furnished upon request