

Personal information:

Name : **K H A L E D M O H A M E D K O T B A L I .**
Address : **7st Sleem Salem, El Matarya, Cairo.**
Current Address. : **Social Housing - Carnation zone - Badr City- Cairo.**
Date of birth : **29th June 1991.**
Marital status : **Married.**
Military Service : **Completed.**
Nationality : **Egyptian.**



Objective:

Seeking a challenging position in a reputable and dynamic organization, where I have chance to apply my skills and acquire knowledge along with the right tools to increase the present value of my organization and consequently myself.

Education information

Academic degree : **Bachelor of Information System.**
Major subject : **Programmer.**
University : **Future Academy, Heliopolis-Cairo.**
Graduation year : **2012.**
Grade : **Very Good.**

Interpersonal information:

- Can work under pressure in both time and work requirements.
- Have a good adaptation to new technologies easily.
- Excellent mathematical and logical reasoning skills.
- A Team Player.
- Excellent mathematical and logical reasoning skills.
- Ability to handle multiple-tasks.
- Dealing with different kinds of customers and handling their needs successfully & cheerfully.
- Ability to analyze and solve problems.
- Appreciate responsibility and aspire to learn more about various fields of interests.

Soft Skills (Life Skills):

- Basic interpersonal skills (Time Management, Mind Mapping, Self Learning, Self Planning, Leadership).
- Think different (Thinking types, Creativity thinking, Six thinking hats, Negotiation skills).

Languages:

Arabic : Mother tongue.
English : Very Good in both spoken, written and reading.

Computer Skills:

- Software and Hardware Problems.
- Internet.
- Microsoft Office (Excellent).
- MAESTRO HR System.

Courses Obtained:

- International Computer Driving License (ICDL V.4). (2012)
- Microsoft Office Specialist (MOS).
- Database Administration Fundamental. (2012)
- Human Resources Diploma. (2014)
- Foundation & Internal Audit Training ISO 14001-2015. (Oct -2018)
- Microsoft Office Excel 2016 Beginning Level. (13 Feb -2019)
- Six Sigma – White Belt (Introduction). (27 Feb -2019)
- Payroll Workshop. (8 : 9 March -2019)
- HR Diploma Professional Track with Excellent Grade – EgyCham.



Experience:

- Worked for Sief Group Pharmacy for 7 Month. (2012, Before Military Service)



- Working for Macro Group Pharmaceutical as HR Specialist from 2014 Till Now.

Responsibilities:

HR Specialist	<ul style="list-style-type: none">○ Creating and update employees' profiles.○ Process data related to current employees with respect to Human Resources Forms.
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2021

	<ul style="list-style-type: none"> ○ Saving and retrieve corporate documents, records, and reports. ○ Preparing monthly report showing the levels of performance achieved and the extent of their administrative discipline. ○ Preparing and analyzing employees' turnover rate per month. ○ Directly communicate with Social Insurance Office (sending Form 1, Form 6 and Form 2 to increase wages). ○ communicate with Health Insurance. ○ Communicate with Medical Insurance (Alico Metlife). ○ Communicate with Labor Office, Delivery of Registration Certificate. ○ Communicate with the post office by sending a recorded delivery folder or an alarm with access knowledge. ○ Follow up and register attendance and departure (Monthly Transaction). ○ Navigates and manage Fingerprint device ZKS. ○ Registration of Employees Transactions. ○ Payroll and transfer of salaries.
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Key Achievements:

- **Sharing in Certification of MACRO Pharmaceutical group for ISO 22716-2015 for Cosmetics Good Manufacturing Practices (GMP).**
- **Sharing in Re-certifying MACRO Pharmaceutical group for the ISO 9001-2015 by SGS for Documentations.**
- **Sharing in Re-certifying MACRO Pharmaceutical group for the ISO (14000-2015 / 18000) for HSE + OSHA.**

References Furnished upon Request