

# Mai Gendy

Results-driven fresh gradate from University of Helwan passionate about the HR field. Excellent problem-solving skills and ability to perform well in a team or individually. Seeking to gain more experience in all HR functions.

## Contact:

Address: Helwan, Cairo, Egypt

Date of birth: 15/11/1998

## Work History:

### Junior HR Generalist:

#### OTO Courses, Sep 2021-July 2022-07

- Assisted in talent acquisition and recruitment processes for ESL teachers or any required position by the company.
- Conducted employee onboarding and provided support to employees in various HR-related topics such as leaves and compensation and resolve any issues that may arise.
- Used critical thinking to break down problems, evaluate solutions and make decisions.
- Undertook tasks around performance management and payroll making.
- Maintained employee files and records in electronic and paper form and ensured compliance with labor regulations.
- Generated official internal documents such as offer letters, salary slips, and warning letters.

## HR Intern:

### Go Partners, July 2021-Sep 2021

- Designed and implemented overall recruiting strategy.
- Sourced and recruited candidates by using databases and social media.
- Screened candidates' resumes and job applications.
- Conducted interviews using various reliable recruiting and selection tools/methods to filter candidates.
- Worked on mass hiring for white and blue collars.

## Education:

Graduated from faculty of commerce and business administration English section Helwan University 09/2017 - 08/2021.

Grade: Very good

## Skills:

Proficient MS office user  
Desire to work as a team with a results driven approach  
Excellent time management  
Excellent communication and people skills

## Languages:

English- Full Professional Proficiency

## Certifications:

Egycham HR Advanced Diploma in progress  
Egycham HR Professional Diploma July 2022  
EBI- Training For Employment March 2022  
Banque Misr Summer Online Internship July 2020

## Extracurricular Activities

HR Vice Head- Enactus Helwan university 03/2020 - 06/2021, My role was to help the HR head in managing the team and implementing the HR plan.  
HR Member at Enactus Helwan university 09/2019 - 03/2020, My role was attracting the applicants, making interviews, selecting the accepted ones.