

# Bassant Samy El-Gaml



**Objective:** Looking for satisfying and challenging opportunity.

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**Personal Info:** **Date of birth:**

June 16, 1992

**Marital status:**

Single

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**Education:** Faculty of Law ASU. (2013)

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**Experience:** **Current Job:**

- **EGYCHAM.**  
HR Internship.  
Start Date: Jan 2023

**Previous Job:**

- **Lorewing Education & Training Center.**  
Office Director.  
(Oct 2018 – Dec 2022)
  - Reception Supervisor.
  - Auditing for financial accounts.
  - Organizing workplace.
  - Training staff.
  - Social media marketing.
- **Central Agency for Public Mobilization and Statistics.**  
Quality data and Team Leader.  
(Jun 2016 – Jul 2018)
  - A leader in a project working for Housing & Development Bank.
- **Lorewing Education & Training Center.**  
Executive Secretary.  
(Oct 2014 – May 2016)
  - Receptionist.
  - Social media marketing.
  - Call center.
  - Data entry.
- **Vodafone.**

Customer Service Representative.

(Mar 2013 – Jul 2014)

- Provide customers with all required information.
- Follow up customers.
- Handle all the customer's complaints.
- Handle all USB and mobile internet issues.

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**Courses:**                    **HR Diploma at Egycham**

**Grade: Excellent**

(14 Oct 2022 – 23 Dec 2022)

- People Planning & Job Analysis.
- Talent Acquisition.
- Labor Law.
- Training & Development.
- Compensations & Benefits.

**Advanced HR Diploma at Egycham**

Start Date (13 Jan 2023).

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**Skills:**

**Computer Skills:**

- Good knowledge of MS Office.

**Language skills:**

- English (Good spoken and written).

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**Personal  
Qualification:**

- Multitasking.
- Organization and planning.
- Problem solving.
- Time Management.
- Setting Goals.
- Self Confidence.
- Supporting.
- Responsibility.
- Leadership.
- Listening.
- Customer Care.