



Randa Tawfik Mohamed

Address 1: 5 El Sabaq st. – Heliopolis - Cairo - Egypt.

Address 2: 4135 Masaken El Zobat- Zahraa nasr city- Nasr City – Cairo – Egypt.

Objective

- Human Resource Generalist with +5 years of experience in Human Resource Department. Seeking to leverage my professional expertise to grow in the new role of Human Resource Generalist at your company.

Education

- B.Sc. Faculty Of Arts & Translation ,English Department, Cairo University
 - Graduation Year: 2016
 - Graduation Degree: Very Good.
- B.Sc. Faculty Of Law, Ain Shams University
 - Graduation Year: 2007
 - Graduation Degree: Pass.

Training & Courses

- Humen Resource Diploma : at Egycham.
- English Course : at MODLI (Armed Forces Institute of Languages).
- ICDL : at Heliopolis Association.
- Cabin Crew Course: at Egyptair Training Center.
- Marketing Course: at Alico Insurance.
- Public Relation & customer Service Course: at Lulu Hyper Market – UAE.
- Human resource course : at IPA Center.
- Law Training: at Law Office.

Experience

Human Resource Generalist – **Cairo Consult (Engineering Consultant Office)**

- From June 2020 – Till Now.

Job Tasks:

- Payroll.
- Recruitment and Personnel (Labor law)
- Time Sheet.
- Monthly Evaluation staff.
- Staff Contracts.
- Any work related to the affairs staff “Contracts, Resignations, Social Insurance, Loans, Apologies letters & Sanctions.

Human Resource Admin & Assistant Manager - **BICC Cables (Amana Holding)**

- From 2018 To 2020 .

Human Resource Admin & Assistant Manager – **Maxim Holding.**

- From 2011 To 2014.

Office Manager to Regional Director & HR Admin – **LULU Hyper Market (Egypt).**

- From 2008 To 2011.

Cabin Crew – **Coral Blue Airlines.**

- From 2007 To 2008.

Computer skills

- Microsoft (Word, Excel, Power Point Outlook).
- Internet.

Language Skills

- Arabic: Mother tongue.
- English: Very Good command both written and spoken.
- French : Fair

Personal skills

- Critical Thinking
- Dependable

- people oriented
- Flexible
- Interpersonal
- Leading personality
- Communication skills (written and oral).
- Demonstrated leadership skills and team work
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- Time management skills.
- organizational skills
- Ability to work in a fast-paced environment
- Excellent communication and people skills and Ability to interact and communicate with individuals at all levels in the organization.

General Work Tasks

- Proven experience as an HR Generalist
- Understanding of general human resources policies and procedures
- Good knowledge of employment/labor laws
- Writing Staff Contracts.
- Writing documents of social insurance.
- Sorting & selection for C.Vs
- Any work related to the affairs staff "Contracts, Resignations, Social Insurance, Loans, Apologies letters & Sanctions
- Maintain employee files and records in electronic and paper form
- Time Sheet
- Payroll
- Monthly Evaluation staff.
- Handles employment-related inquiries from applicants, employees, and supervisors, referring complex and/or sensitive matters to the appropriate staff.
- Attends and participates in employee disciplinary meetings, terminations, and investigations

Additional Data:

- **Marital Status:** Married.
- **Nationality:** Egyptian.
- **Date of Birth:** 13/4/1986

REFERENCES

Available upon request