

# Ahmed Gamal Mohamed



**Address :** Faysal –Giza- Egypt

## **Objective**

Seeking a challenging position in your international organization where I can work in stimulating environment that will enable me enhance and improve my knowledge, flexibility and skills to best serve the organization aiming success.

## **Education**

- From 2011 to 2015 .
- Bachelor Degree Faculty of law, Cairo University
- Specialization : law
- Grade : Good //

## **WORK Experience**

< Position :HR – Specialist ( Responsible of Personnel Function )

< Period : 01 - 08 - 2021 until Now

< Company :  Ehaf for Consulting Engineers

< Position :HR – Generalist ( Responsible of Recruitment – Personnel – Payroll )

< Company :  Carrefour

< Period : 1 -1 - 2019 until 30 – 06 -2021

## ➤ **Summary of Duties and Responsibilities :**

- Responsible for processing the payroll transactions ( Payments , Deductions ,leaves, taxes ).
- Make initial interviews with candidates and select the most suitable for the second interview with the direct managers.
- Deal with Form1 , Form 6 and registration Certificate .
- Handle for Exit interview Employees .
- Follow up and renewal of staff contracts and Ending for Probation Period .

< Position : Recruitment Coordinator .



< Company : Roshdy Pharmacies

< Period : From 1 - 1 - 2018 until 30 -12 - 2018.

➤ Summary of Duties and Responsibilities :

- Create job ads at different recruitment portals using social media, attending job fairs, etc.
- Experience in hiring blue collar jobs.
- Conducting pre-screening and phone interviews .
- Communicating the package and hand send the job offer after getting approval from the top management.
- Conduct exit interviews with leavers to identify reasons of turnovers, etc.

• Position: Sales Rep



○ Company :

○ Period : From 1-1- 2017 until 1 - 12 - 2017

**Training, Courses and workshops**

< HRM Diploma – Professional Track . ( Egycham with Dr. Ahmed El Sayed ) ( Year - 2021 )  
With Degree / Excellent ( 60 Hours – Accredited By Ain Shams University and HRCI ) .

< I'm currently prepare for attending to ( **Advanced Track** )

- **English Course online is going on now . ( Year - 2021 )**

< Workshop about advanced Excel for HR . ( **Year - 2020** )

< I'm currently prepare for attending Data Analysis Course .

< Workshop about HR Personnel. ( **Year - 2019** )

- very good knowledge about ( labor law & Social Insurance )

< English Course in Berlitz until level 3 ( **Year - 2018** )

**Skills**

**Language skills** English ( Good up to very Good ) \_ Arabic ( mother tongue)

**Computer skills** v. Good user to Microsoft office. ( Excel - Word - Power Point )

**Personal skills**

- < Multitasks skills .
- < Time Management skills .
- < Problem - solving skills.

**Technical Skills** : Full awareness about my current position . (Knowledge + Skills) .

**Hobbies and Activities:**

- Sporting ( football - Walking )
- Follow- up talk show programs.

**Personal Information**

- **Date of birth** : 5 - 4 - 1993
- **Nationality** : Egyptian
- **Marital status** : Single
- **Military status** : Completed

**"Reference Available on request"**