



AHMED SHAKRA

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OBJECTIVE

I work in the field of human resources, I have a diploma in human resources management and friendly, simple experience in that field

EDUCATION

- **Ain shams university**
2019
Master of Administrative Sciences and Public Law
- **Ain shams university**
2018
Diploma in Administrative Sciences Law
- **Ain shams university**
2017
Bachelor of Laws

EXPERIENCE

- **dadara (Charmillion Hotel Sharm El Sheikh)**
9- 2021 - Present
HR Specialist
My responsibilities within the human resources department and the tasks that I do. Responsible for all appointments inside the hotel. Conducting the employee's initial interview and examining the justifications for appointment. Employees entering insurances and their dismissal. Extracting health certificates, practicing the profession, and skill level measurement certificates for all employees. A training program to raise standards and supervise it to participate in the development of organizational structures. Monthly salary closing

CONTACT

- 31 Al Shakra Square - Al Qalaj -new elmarg- cairo

SKILLS

- Administrative
- communication skills
- Sales
- Problem solving
- Computer skills (Word. Excel. Power point)
- Legal skills
- management of people
- Leadership
- Perseverance and motivation
- Ability to work under pressure
- Confidence
- Negotiation and persuasion
- Motivate
- Creative spirit

REFERENCE

- **Are ready about any request - ""**

LANGUAGE

- Arabic
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- **Al alameya**
1 - 2021 - 6 - 2021
HR coordinator
Assuming administrative responsibilities within the office and taking responsibility for recruiting new lawyers and taking responsibility for registering cases through the private system
- **Vodafone**
2019 - 2021
Team leader
The main responsibility is to manage the work team in the branch and send their evaluation to the management and know well about sales and know well about customer service
- **The data / we**
2016 - 2017
Sales man
I worked as a salesman for a store the data / we. And I was the only one responsible for managing the store in all its operations

COURSES

- HR Diploma in Egypt accented by HRCI & Ain Shams University

ACHIEVEMENTS & AWARD

- Vodafone helped increase the number of its branches and brought them distinctive places to become successful branches and now one of the most successful branches for them
- I led the way of promoting and contracting with Al-Alameya Company, and the number of contracts has increased since I took that position, and large companies have joined us

ADDITIONAL INFORMATION

Date of birth: 1/6/1995
Marital status: Single
military status: completed
Driving license: I own