



BELAL FARGHEL ABEL RHEEM
BELAL FARGHEL
HUMAN
RESOURCES
COORDINATOR

CONTACT

□ Egypt – Cairo-Ain Shams

EXPERIENCE

- 09/2018 - 09/2019

Royal Cement Factory
Administrative Affairs, minya
Description of the job, position and responsibilities.
- 09/2019 - Present

Cleopatra Cement Factory
Human Resources Coordinator , minya
1-Preparing and signing employee contracts
2-Monitor the attendance and departure of employees
3- Follow up on work injury procedures for employees
4- Follow up on benefits procedures for employees
5- Assist with performance management procedures
6- Perform orientations and update records of new staff
7- Produce and submit reports on general HR activity
8- Support other assigned functions
9- Assist with payroll and ad-hoc HR projects
10-Prepare and process all pre-hire and post-hire verification's and follow through with Orientation paperwork.

EDUCATION

- 2013 - 2017

Bachelor of Commerce
Organization, Bin Suif
Description of the education/course.

SKILLS

Skill group

Word
Excel
English
Speaking
& writing
visio



Skill group

Team Work
Service-focused
Complex
problem solver
Service-focused



COURSES

2018 - 2018

THE GENERAL ENGLISH COURSE

Organization, City
Description of the course.

09/2019 - 12/2019

HUMAN RESOURCES MANAGEMENT (STEINBELS UNIVERSITY-BERLIN IN COOPERATION WITH GERMAN EGYPTIAN ACADEMY)
Organization, City
Description of the course.

05/2021 - Present **HRM DIPLOMA IN EGYCHAM ACADEMY**

Organization, Cairo

Description of the course.