

Ahmed Bakr Mohamed Hassan

Al Maadi, Cairo (Available for relocation)

Career Objective

- I have knowledge and experience in Human Resources Management, which I gained from HR Diplomas.
- My goal is to be a professional HRM and work in a cohesive work environment.

Education

- **Tanta University, Faculty of Commerce, Accounting and Finance Program.**
(September ٢٠٢٠: June ٢٠٢٤).
- **General Grade:** Very good (٣,٤٧٠ from ٤).

Experience

- **HR Generalist at El Tahan Pharmacies Group, Cairo.** (July ٢٠٢٤: Till Now).

Job description:

- Coordinate with all departments regarding the application and implementation of policies, procedures, appointments, investigations, sanctions, documents, and reports).
- Implements and follows up recruitment policies and procedures to provide human resources at agreed standards promptly.
- Applies training policies and procedures in coordination with all departments to analyze and meet training needs and implement training programs.
- Follow up the procedures of governmental and non-governmental bodies such as insurance, labor office, employment, and training offices.
- Prepares the monthly salary report and reviews its effects on fingerprint, vacations, advances, and penalties, and approves sending it on time
- Updates employee data and prepares reports on the tasks of recruitment, training, salaries, and their effects, performance evaluations, and job dropout to support decision-making processes

• **Freelancer Excel Trainer at HR Key Solution, Tanta.**

(April ٢٠, ٢٠٢٤).

Job description:

- Develop engaging and interactive lesson plans, tutorials, and hands-on exercises to enhance participants' understanding and proficiency in Excel.

Internships & Training

• **Talent Acquisition trainee at HR Key Solution, Tanta.** (October ٢٠٢٣: December, ٢٠٢٣).

Job description:

- Created a Man Power Planning for a new position.
- Wrote a job advertisement, made calls, and conducted face-to-face and group interviews with candidates.
- Evaluated candidates, chose accepted and rejected candidates, and sent job offers & feedback.

Non-Profit Organization

• **Volunteer, Delta Youth Sanad, Vice Head of Human Resources.**

(April ٢٠٢٣: January ٢٠٢٤).

- Prepared a meeting paper after each meeting to identify points that we need to strengthen.
- Assumed all responsibilities for the HRIS sector.

• **Volunteer, Leaders Team, Human Resources Sector.**

(December ٢٠٢١: April ٢٠٢٣).

- Attended sessions and discussed each aspect to enhance our knowledge.
- Organized orientation days for newcomers to educate them about the college departments.

• **Volunteer, International Council for Public Relations, Human Rights and Development.**

(October ٢٠٢١: October ٢٠٢٢).

- Evaluated ١٠ members per month from different sectors.
- Assisted the team leader of each sector in evaluating his members.

Certification

- Practical HRM Diploma at **EGYCHAM**, Cairo. (October ٢٠٢٤: January ٢٠٢٥).
- Practical HRM Diploma at **HR Key Solution**, Tanta. (January, ٢٠٢٤: May, ٢٠٢٤).
- Learned all functions in Human Resources Management (Organization Development, Talent Acquisition, Personnel, Payroll, Compensation and Benefits, Performance Management, Training and Development), and Soft Skills.
- English course completed level B¹ at **The American University** in Cairo. (September, ٢٠٢٣: January, ٢٠٢٤).
- Microsoft Office Specialist (MOS Master's Diploma) at **JOY team**, Maadi. (April, ٢٠٢٣: August, ٢٠٢٣).

Skills

- **Computer Skills**
- Excellent user of Microsoft Office (Word, Excel, PowerPoint, Access).
- **Language Skills**
- Fluent in English (listening, speaking, reading, and writing).
- **Personal Skills**
- Teamwork, problem-solving, Active listening, Flexibility, Time Management, Communication and Presentation skills.