

Personal Info

Name: Ehab Sayed Hamed Ahmed

Birthday Date: ١٦\١٢\١٩٩٣

Status: Married

Military Status: Completed as Armed forces officer (٢٠١٧-٢٠١٩)

Major: Languages (English)

Address: Hadayek El-Ahram

Personal Statement & Skills

I'm able to handle multiple tasks. I'm a dependable person who is great at time management, also working under pressure without any effect on quality. I have experience working as part of a team individually, fast learning, problem solving and being able to earn new skills to improve myself.

Education

Cairo University – Faculty of Law ٢٠١٢ – ٢٠١٦

Experience

-Senior HR Generalist at Gulf English School Cairo International

(٠٥/٢٠٢٢-Present)

- Follow up the daily attendance of employees.
- Updating HR system day by day and responsible for each transaction on HR system.
- Full Recruitment Process.
- Responsible of monthly payroll salaries.
- Compensation and benefits.
- Responsible for salary structure and salary scale for each department.
- Responsible for the performance appraisal process.
- Solving problems especially between blue collars.
- Preparing contracts and signing it from employees.
- Ensuring that all new hire documents is completed and processed.
- Assisting with all personnel action forms.
- Gather information on hours worked for each employee.

- Conducting all investigations with employees.
- All Filing documents.
- Recommending new policies, approaches and procedures and discussing it with managerial.
- Responsible of medical insurance and the following steps.
- Any other duties requested by the direct manager.

-HR Specialist at El-Nasr Automotive Company

(.1/2.21-.0/2.22)

- Payroll:
 - Handles all payroll transactions (Entering the newcomers, resignations, recognitions, maternity on duty, unpaid, deduction, vacation, etc.).
 - Manages the team to process the monthly payroll system to ensure that all staff alterations are input correctly.
 - Assist with all internal and external HR-related matters.
- Recruitment:
 - Sourced and recruited qualified candidates for open positions from various online channels (Wuzzuf -LinkedIn - Facebook)
 - Screen incoming resumes and application forms (Filtration).
 - Interview candidates (via phone and in-person).
 - Handle the end-to-end recruitment process. (Blue Collar & White Collar)

-HR Coordinator at Atheel CC

(1/2.2.-12/2.2.)

- Sourced and recruited qualified candidates for open positions from various online channels.
- Screen incoming resumes and application forms.
- Working on ERP system.
- Interview candidates (via phone and in-person).
- Handle the end-to-end recruitment process. (Blue Collar & White Collar)
- Conducting the HR session for the new employees first day.
 - Responsible for all hiring documents and contract signing in addition to follow up of attendance and deviation with employees.

-Egyptian Armed Forces Officer

(.1/2.17-.9/2.19)

- Managing multiple tasks.
- Working under pressure all the time.

- Leading too many people and solving problems.
- Making decisions.

Courses and Training

- HR Diploma at EgyCham with excellent grade
- Human Resources Training at LSC Student Activity

Skills Acquired

Very good with MS Office.
Excellent with English speaking and writing.