

Resume

Khaled FARES Elsayed Hassan.

Junior HR Generalist.

OBJECTIVE

Working to achieve the company's goals through good management of people within the company.

EXPERIENCE

HSE Supervisor.

Orascom for construction. / 6/2020-12/2022
Cause Of leaving: Shift Career.

Personnel Coordinator.

HAC(Hassan Allam for construction). / 1/2023-Till Now.

EDUCATION

Bachelor.

faculty of economics and political science. / 2018
(G/P: Very good).

HR Professional Diploma.

EgyCham For Consultancy and Training HR Services. /
10/2024-1/2025
(G/P: Excellent).

PROFESSIONAL SKILLS

- Proficiency in making company workforce planning.
- Proficiency in making Talent acquisition process to achieve company goals.
- Proficiency in making Job Descriptions & Job Analysis.
- Proficiency in making Salary Structure of the company.
- Proficiency in making Salary Scale for Each Administration in the company. Proficiency in using Microsoft office Excel.
- Proficiency in using Microsoft office Word & PowerPoint.

COURSES

Public Policy Analysis Course.

Egyptian Youth Council. / 8/2020

First aid course.

Egyptian Red Crescent. / 2020

FINAL YEAR PROJECTS

5 Job Analysis & Job Description in The Company.

EgyCham For Consultancy & Training HR Services. /
1/2025-

PERSONAL SKILLS

- hard working under stress.
- time managing & problem solving.

LANGUAGES

- Arabic: , Mother tongue.
- English: , Very good.