

# AHMED OSSAMA

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## OBJECTIVE

I'm a highly organized and dedicated HR specialist with a proven ability to improve working environment, I possess strong interpersonal skills, demonstrating the utmost discretion and integrity when dealing with confidential information, looking for challenging, fast pace environment to utilize my knowledge and develop my skill-set further.

## PERSONEAL INFORMATIONS

Date Of Birth: 25-9-1994

Marital status: Single

Military Status: exempted

## EXPERIENCE

### HR Specialist

**ISFP Egypt** (Integrated Solution For Ports) March 2023 - Present

- Recruitment Processes
- Preparing Job offers for candidates
- Preparing the employment contracts
- Ensuring new hire paperwork is completed and updated.
- Record and Updating employees data on ERP system
- Tracking employees attendance
- Perform annual employee performance reviews.

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### HR Generalist

**Abo Hendia Hospital** Nov 2020 – Feb 2023

- Recruitment Processes
- Ensuring new hire paperwork is completed and updated.
- Develop and implement HR policies throughout the organization.
- Perform annual employee performance reviews.
- Responsible for about 150 employees ( social and health insurance , salaries , overtime , Incentives , penalties, etc.. ).
- Dealing with Labor Office and Social Insurance Authority.

## **General Accountant**

**Shouq Fashion**

March 2020 – Nov 2020

- Preparing and calculating salaries and overtime.
  - Recording of financial transactions of buying and selling.
  - Follow-up and recording of income and expenses.
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## **HR Generalist**

**Begar for carton Industries and packing materials**

Feb 2016 – Jan 2020

- Recruitment (screening, interviewing and placing workers).
  - Ensuring new hire paperwork is completed and updated.
  - Develop and implement HR policies throughout the organization.
  - Perform annual employee performance reviews.
  - Responsible for about 300+ employees ( Social and health insurance , Salaries , Overtime , Incentives , Penalties, etc.. ).
  - Dealing with Labor Office and Social Insurance Authority.
  - Supervising and coordinating with the departments to ensure that all of the operations are in accordance with the regulations and ISO criteria.
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## **EDUCATION**

### **Bachelor Of Commerce (2016)**

Alexandria Univirsity | Faculty Of Commerce

Major : Accounting

Grade : Good

## **COURSES**

- Commercial excel (2016)
  - Sage peach tree (2016)
  - Intuit QuickBooks (2016)
  - Python (Self Study)
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## **SOFT SKILLS**

- Microsoft Office (Word, Excel , etc..)
- ERP Systems

## **SKILLS**

Team Work	Work under Pressure
Time management	Self-development
Quick learner	

## **REFERENCES**

Available Upon Request