

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 Univrsity | 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