

Hassan Rafiek EL Farahaty

HR Generalist

Personal Information

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Email: hassan.farahaty@gmail.com

Date of Birth: 7-11-1999

Marital Status: Single

Military Status: Exempted

Linkedin: www.linkedin.com/in/hassan-elfarahaty

EDUCATION

University Degrees: **Marine Facilities Institute in Port Said**

Degree: Good

Graduation: 2018

EXPERIENCE

Senior Recruiter at B-Laban,Cairo,Asyut, Mansoura

FEB-2021 _JAN-2024

Receiving needs requests at the company's headquarters

Follow up with the recruitment department

Start advertising the job

Job description and job analysis are prepared

For applicants

Identifying job applicants and following them up

Schedule the interview

Interviews are conducted

Determine the salary according to the job title that he specifies

Administration

Coordinate and complete the need request from the region boss

Submit a report to the Human Resources Manager

Sector with respect to appointments made in need request within the time period

Strong humanitarian work of the branch

Follow up with the training department for training and development employees

Send a report to the Operations Manager regarding

Persons nominated to travel outside the country after that

And follow them through training

Receive influences and bring them to the main level to divide

Coordinating and attending forums to provide job opportunities

Opportunities

Discussion with employees to solve their problems

Report work that cannot be done

Halibo Company for dairy and oriental sweets products

FEB_2024 – May_2024

- Handling employees' attendance, working hours, vacations & permissions, business missions, etc.
 - Managed interview scheduling for the in-house recruiting team: confirmed availability of interviewers and interviewees, set up meetings, secured meeting spaces.
 - Maintaining HR information records and compiling reports from the database.
 - Create and update personnel records for each employee and maintain the employee database.
 - Continuously receive employee inquiries and proposals, investigate complaints and develop action plans to follow up till resolving cases.
 - Managed interview scheduling for the in-house recruiting team: confirmed availability of interviewers and interviewees, set up meetings, secured meeting spaces.
 - Ensure legal compliance of the new hires according to the relevant policies • Good Knowledge in Labor Law.
- Now I have become the Acting HRM

Acting HRM

Hunter Fried Chicken & Burger

May_2024 – Sep_2024

- Establishing foundations and policies for the company as it is an emerging company .
 - Establishing a list of penalties for a company.
 - Follow up on opening a social insurance file.
 - Reviewing employee salaries and comparing them to the labor market.
 - Follow up on employee problems to reduce the turnover rate.
 - Targeting and attracting the required workers and following up on recruitment procedures.
 - Closing and reviewing salaries and reducing the rate of errors.
 - Develop a HR plan in record time.
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Anas Al-Dimashqi Company

Sep_2024- Now

- I work in the same points at Halibo Company

SKILLS

I am looking for a challenging position in all human resources specializations where my skills, qualifications, and abilities can be evaluated, applied, and then developed in the future.

Computer:

- Very good with Microsoft office (Word, Excel) **Language:**
- Arabic: Native
- English: Good **Personal:**

- Ability to work under stress.
- Easily team up with groups and colleagues.
- Have a perfect communications skill.

Course name

Training place

Human Capital Communities

51 Mohy El-Din Abu Al-Ezz Street - Dokki

HR Basics

online

HR Management & Gender

ILO

