

# AHMED EL-KHASHAB

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## PROFESSIONAL SUMMARY

Human Relations Generalist with diverse experience in recruitment, Human Resource Information Systems (Workday and Oracle Cloud HCM), training coordination, and employee relations. Proven background in project coordination, policy research, and cross-functional collaboration. Currently pursuing a Master's in International Political Economy and PHR certification. Multilingual communicator fluent in Arabic and English, with professional working proficiency in German.

## EXPERIENCE

### **Human Relations Generalist**

<u>Viatris (Cairo, Egypt)</u>	<b>Aug 2025 – Present</b>
<ul style="list-style-type: none"><li>- Responsible for overseeing the end-to-end recruitment process, including job postings.</li><li>- Coordinating the selection process and reviewing new hire announcements.</li><li>- Handling all Workday transactions related to talent movements, promotions, resignations, etc.</li><li>- Conducting exit interviews for departing colleagues.</li><li>- Coordinating Training and Internship Programs.</li></ul>	

### **Project Coordinator**

<u>NewLife Medical Center (NMC) (Cairo, Egypt)</u>	<b>Oct 2020 – Aug 2025</b>
<ul style="list-style-type: none"><li>- Managed project timelines, budgets, and stakeholder communication</li><li>- Responsible for interviewing, hiring, and onboarding project staff.</li><li>- Coordinated cross-functional teams to ensure smooth execution.</li><li>- Maintained documentation and ensured compliance with internal policies.</li></ul>	

### **Volunteer**

<u>COP27 - UN Climate Change Conference (Sharm El Sheikh, Egypt)</u>	<b>Oct 2022 – Nov 2022</b>
<ul style="list-style-type: none"><li>- Provided operational support across Crisis Management, Airport, Accommodation, and Transportation teams to ensure smooth coordination.</li></ul>	

### **Arms Control & Disarmament Intern**

<u>League of Arab States (LAS) (Cairo, Egypt)</u>	<b>Jun 2022 – Aug 2022</b>
<ul style="list-style-type: none"><li>- Supported policy development through research, document preparation, and analysis of regional disarmament initiatives.</li></ul>	

### **Project Management Assistant**

<u>Al-Qasr Hospital (Cairo, Egypt)</u>	<b>Nov 2019 – Aug 2020</b>
<ul style="list-style-type: none"><li>- Assisted in project coordination, including scheduling, resource allocation, and team support.</li></ul>	

## EDUCATION

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### Master's Degree in International Political Economy

Cairo University (CU) - (Cairo, Egypt)

Oct 2023 – Present

### Bachelor's Degree in Economics and Political Science – (CGPA: 3.96)

Future University in Egypt (FUE) - (Cairo, Egypt)

Sep 2019 – Jul 2023

## CERTIFICATIONS & COURSES

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**Oracle Fusion Cloud Applications: HCM Process Essentials** - Oracle University **(In Progress)**

**Professional in Human Resources (PHR)** - HR Certification Institute **(In Progress)**

**HR Foundations Journey** - Aspire Journeys - Viatris **(2025)**

**Forward Program** - McKinsey Academy **(2025)**

**Trade, Immigration, & Exchange Rates in Globalized World** - IE Business School **(2021)**

**International Business Context** – University of Colorado **(2021)**

## KEY SKILLS

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- HRIS Management (Workday, Oracle Cloud HCM)
- Recruitment & Talent Acquisition
- Employee Relations
- Human Resources Management
- Microsoft Office Suite (Excel, Word, PowerPoint)
- Adaptability & Resilience
- Problem Solving & Negotiation
- Corporate Communications
- Operational Excellence
- Risk & Time Management
- Project Coordination & Planning
- Adobe Photoshop & Canva

## LANGUAGES

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**Arabic** – Native Proficiency

**English** - Full Professional Proficiency

**German** - Professional Working Proficiency