

Hossam Adly Abd El-Hamid

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Objective

To obtain a challenging position at an international corporation. where my skills and qualifications will be fruitful.

Experience

10/11/2014 - Present **Human Resources Specialist** Cairo, Egypt
Target Landscaping Contracting & Irrigation Systems

Responsibilities:

- Preparing payroll and sending it to accounting department.
- Administering and coordinating activities related to the Social Insurance.
- Reviewing and maintaining employee personnel files, and ensure that they are completed and complies with labor & social insurance laws.
- Maintaining records of personnel-related data (Employees database, Vacation balance, etc.).
- Coordinating all personnel activities with government authorities, such as labor office, social insurance authorities.
- Track and follow up employee's attendance, leaves, overtime and absences to issue salary reports.
- Preparing HR letters and experience certificates upon request.
- Providing support to employees in various HR-related topics such as leaves and compensation and resolve any issues that may arise.
- Maintaining accurate records of payroll documentation and transactions.
- Updating human resources policies, procedures, laws, standards, and regulations.
- Screening and interviewing candidates
- Prepare and publish the annual public holidays and inform all employees with it.
- Preparing vehicles insurance certificates.
- Tracking vehicles movement in real time via GPS.

01/06/2013 - 31/10/2014 Sales Representative Giza, Egypt
Nestlé Ice Cream

01/10/2011 - 31/12/2012 Data Entry Specialist Giza, Egypt
Embassy of the Kingdom of Saudi Arabia

15/01/2009 - 31/6/2010 Executive Secretary Cairo, Egypt
Sama & Bakka Group

Education

Sep 2002 – Dec 2007 Bachelor of Commerce, Cairo University Giza, Egypt

- Faculty of Commerce, Department of Business Administration.
- Grade: Fair

Skills

Computer Skills:

- Excellent Knowledge of Microsoft Windows.
- Excellent Knowledge of Internet.
- Very Good Knowledge of Microsoft Office.
- Very Good Knowledge of Computer Upkeep.
- Very Good Knowledge of Linux.
- Good Knowledge of Adobe Photoshop.

Language Skills:

- Native Language: Arabic.
- Good command of both written and spoken English.

Training Courses

1/11/2010 – 24/1/2011 **Computer Instructor Training** Giza, Egypt
Sponsored by the Future Generation Foundation (FGF)

Dec 08 **Practical Human Resources Diploma (PHRD)** Giza, Egypt
Provided by the Human Capital Capability Academy (HCCA)
Training:

- Introduction to HR.
- Job Analysis & Job Description & Job Specifications.
- Work Force Planning & Recruitment.
- Selection.
- Performance Management.
- Personnel Administration.
- Egyptian Labor Law & Social Insurance.
- Compensation & Benefit.
- Motivation & Retention.
- Training & Development.
- Presentation Skills & Test.
- Group Project Presentation.

Aug 08 - Dec 08 **Basic Business Skills Acquisition (BBSA)** Giza, Egypt
Sponsored by the Future Generation Foundation (FGF)
Training

- Developed Language and Computer skills
- Enhanced Presentation & Project development skills
- Acquired basic business skills including: marketing, sales, banking, accounting business correspondence and report writing.

Sep 08 **Communication Skills (CS)**
Provided by Dale Carnegie Training (DCT)

Giza, Egypt

Training:

- Build Greater Self-Confidence.
- Strengthen People Skills.
- Enhance Communication Skills.
- Develop Leadership Skills.
- Reduce Stress and Improve Our Attitude.

Jan 08 **International Computer Driving License (ICDL)**

Giza, Egypt

Training:

- Information Technology.
- Microsoft Windows.
- Microsoft Word.
- Microsoft Excel.
- Microsoft PowerPoint.
- Internet & Microsoft Outlook.
- Microsoft Access.

Interests

- Drawing.
- Reading.
- Watching & Playing Football.
- Solving Sudoku.
- Surfing the Internet.

Personal Information

- Date of Birth: 15/12/1984.
- Marital Status: Married.
- Military Status: Exempted.