

**Ahmed Mohamed AlSherif**

**Senior Human Resources Specialist**

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## **Work Experience**

**October 2019 to Present**

**Senior Human Resources Specialist at Melano Pharma Company (Cairo – Egypt)**

- Posting and advertising open positions and assisting in recruitment process at job fairs.
  - Developing and maintaining good relationship with universities, employment agencies and other recruitment resources.
  - Conducting an analytic job studies and constructing valid selection and job related criteria. Screening, evaluating and recommending applicants for interviews.
  - Preparing and maintaining job documentation, job evaluation, and company salary structure systems.
  - Writing ads and posting open positions, Drafting offer letters for new hires.
  - Administering and explaining benefits to employees, serving as liaison between insurance carriers and employees.
  - Checking applicant references, making job offers and initiating needed paperwork.
  - Participating in development and execution of orientation programs and procedures for new employs.
  - Reviewing employee complaints and ensuring accurate and timely documentation of concerns or issues.
  - Facilitating actions to resolve the employee issues and escalating them to appropriate management team.
  - Communicating with other departments, employees, applicants, administrators, and staff provide information and assistance regarding recruitment, transfers, employment, personnel records and legislation.
  - Informing applicants and employees regarding various programs and procedure requirements such as tenure, hours of work, benefits, general work expectations, and time off.
  - Preparing invoices and payment related to payroll reporting.
  - Supporting new employee orientation programs, notifies employees on health, dental, medical, and compensation benefits.
  - Maintaining confidentially concerning personnel actions, legal actions, termination and non-renewal documents, and organizational plans.
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**July 2018 to September 2019 (1 Year)**

**HR Supervisor at Voyageurs Du Monde Company for Tourism (Cairo – Egypt)**

- Preparing and updating employment records related to hiring, transferring, promoting, human resources policies, procedures, laws, and standards to new and existing employees.
  - Ensuring new hire paperwork is completed and processed, informing job applicants of job duties, responsibilities, benefits, schedules, working conditions.
  - Processing all personnel action forms and ensuring proper approval, overseeing hiring process, which includes coordinating job posts, reviewing resumes, and performing reference checks, maintains and updates personnel files.
  - Deals with governmental External offices such as Labor, Social insurance offices, handle all related staff social insurance procedures and issue regular reports as required.
  - Supervises and revises Labor certificates / Labor forms, Social insurance forms / Social insurance letters, Medical insurance Procedures, updates staff records on the HR database and issue regular reports as required.
  - Handles staff attendance system and report as appropriate, reply to all staff inquires, payroll functions and reports.
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## **November 2014 to August 2017 (3 Years)**

### **Administrative at Al-Jabalain Sports Club (Hail City - Saudi Arabia)**

- Dealing with government agencies and sports federations.
- Filing system, statistical reports, manage spreadsheets, preparation encampment.
- Flights ticketing, booking hotels, participate games and activities.
- Schedule meetings, arrange conference, players contracts, record the lecturers.
- Design databases, office equipment, photocopy machine, networks, digital photography.
- Multimedia skills, social media platforms, technical documentation.

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## **August 2007 to July 2014 (7 Years)**

### **Data Entry at Speed Ahmed Hassan Company (Tanta - Egypt)**

- Inputting Sales details, typing up bills, transcribing documents, transferring market-research results, inputting data (printed, coded or statistical).
- Proofreading data, answering phone calls, updating employees records, dealing with customer and staff queries, processing sales invoices.
- Entering advertisements into newspapers, Filing, photocopying and other clerical and administrative duties.
- Preparing reports, letters and labels for mail-outs, operating office equipment including computers, printers and photocopiers, adhering to confidentiality regulations.
- Operating systems, maintenance, installation, networks, security controls, troubleshoots.
- Microsoft office skills, remote connection, data analysis.
- Database design, database management, documentation, modeling, modification, statistical analysis.

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## **Education**

**Bachelor: Management Information Systems (2007)**

**Institute: Higher Institute of Advanced Studies (Giza – Egypt)**

## **Training Courses**

### **English Business**

- Developed Business English Language (Finished Intermediate).
- Enhanced (presentation, interpersonal, teamwork, and project development skills).
- Acquired basic business skills including (Business correspondence, Sales, Customer Care, Administrative Skills, HRM, Accounting and Marketing).
- Dale Carnegie Seminar including (strengthen and enhance people communication, leadership skills).
- Professional Management Expertise Center (PMEC) training including (Accounting- Finance- Marketing - Sales).
- 2 weeks track of Customer Service Representative.

## **Personal Information**

Date of Birth: 12 August 1985 (35)  
Nationality: Egyptian  
Residence Country: Cairo - Egypt  
Marital Status: Married  
Driving License: Egyptian License

## **Memberships**

The Egyptian Sydicate of Commercial Professions  
Member since November 2011

## **Languages**

Arabic: Mother Tongue.  
English: Good command written and speaking.