

TAREK MOHAMED MOHAMED ABD ALAAL

Human Resources Specialist

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Career Objective

I am HR Specialist seeking a full-time position in the field of human resources management, where I can apply my knowledge and skills for continuous improvement.I have 3 years experience in personnel department.

Professional Experience

Human Resources Specialist
AL-Rayah

Dec 2015 - Present

- Ensure all documents in the employee file comply with the documents needed as set by the Labor Law and Social Insurance
- Make sure that all governmental employees' records are up to date
- Ensure all employees database is up to date, maintaining and updating Filling system to ensure compliance with company policies and governmental regulations and ensure that documentation is easily accessible.
- Review and manage employee after hiring benefits including social insurance (form1,2,6) , medical insurance, bank account and other related employee logistics needed.

Representative of the Legal Affairs
Newspaper Rose Al-Youssef

• March 2015 - July 2015

Lawyer
Lawyer's Office

• Sep 2013 - Dec 2015

Education

2009 - 2013
Faculty Of law
Cairo University
Grade: Fair

Personal Details

Date of Birth: 8/05/1992
Marital status: Single
Nationality: Egyptian

Skills

Languages

Arabic: Mother Tongue
English: Good command of both written and spoken

Computer

MS Office: Advanced
Windows XP/Windows 7: Advanced
Internet: Advanced

Interests

- Sports
- Computer
- Reading
- Music

Personal Skills

- Hard worker and self-motivated
- Work under pressure
- Able to work in a group or individually
- Problem Solving & Decision Making

References

Available upon request