

AHMED MANSOUR

HR Coordinator

OBJECTIVE:

Seeking a challenging position in a reputed firm as HR ASISTANT job with the opportunity for professional growth based upon performance that will utilize my abilities developed through my education and experience.

PERSONAL INFORMATIONS

Name : AHMED ANEES AHMED MANSOUR
Date of Birth : 22/02/1987.
Marital Status : Married.
Citizenship : EGYPTION.
Religion : Islam.
Passport No. : A21013532

EDUCATIONAL QUALIFICATION

- **Bachelor of Laws from Mansoura University 2010 EGYPT.**

PROFESSIONAL EXPERIENCE SUMMARY:

Working in Trading &Cont. Companies, Kingdom of Saudi Arabia.
Duration : SEP2012 ToFEB 2017 .

Position :

- **LAWYER MAY 2010: SEP 2012**
- **SECERTARY SEP2012:AUG 2013**
- **Admin Assistant AUG2013:JUN 2014**
- **HR Coordinator JULY 2015 : Dec 2016**
- **Recruitment Coordinator DEC2016:OCT 2017.**

TECHNICAL QUALIFICATIONS:

- * Human Resources Management Course from Mansoura university2017 .
- *Quality Management System Certificate ISO(9001:2008).
- * OHSAS 18001/2007 Certificate.

Skills

- Speak and write both Arabic and English fluently.
- Great knowledge in Computer especially Microsoft Office.
- Know methods in interviewing people and meet the company needs.
- Good Administrator skills.**COMPUTER & TECHNICAL KNOWLEDGE:**

Duties & Responsibilities

- Assist with day to day operations of the HR functions and duties.
- Provide clerical and administrative support to Human Resources executives.
- Compile and update employee records (hard and soft copies).
- Process documentation and prepare reports relating to personnel activities. (staffing, recruitment, training, grievances, performance evaluations etc).
- Coordinate HR projects (meetings, training, surveys etc) and take minutes.
- Deal with employee requests regarding human resources issues, rules, and regulations.
- Assist in payroll preparation by providing relevant data (absences, bonus, leaves, etc).
- Communicate with public services when necessary.
- Properly handle complaints and grievance procedures.
- Coordinate communication with candidates and schedule interviews.
- Conduct initial orientation to newly hired employees.
- Assist our recruiters to source candidates and update our database.
- Established recruiting best practices to attract qualified professionals in addition to finding new creative methods to source candidates
- Presented job offers to selected candidates, discussing compensation and job requirements.
- Regularly manage candidate database and maintain communication with contractors on a monthly basis.
- Work collaboratively with Account Managers and internal staff to match consultants with the right opportunities
- Sourced candidates, conducted pre-screening interviews, sent assessments for candidates and recommended prospective contractors for employment in experienced.
- Filing deferent documents in deferent files
- Receiving incoming letters & sending letters.

AHMED MANSOUR
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- Maintain salary statement of end of the months in company.
- Prepare Quotations, Invoices, Timesheets and other related important documents & correspondence.
- Maintaining the leave records, vacation schedules & preparing the time keeping records for employees.
- Up to date Staff's Personnel file, over time and Attendance sheet.
- Verification of monthly time sheets for the employees and distributing salary.

DECLARATION

I hereby declare that the above furnished details regarding myself are true and fact to the best of my knowledge and belief.

Regards

AHMED MANSOUR