

Ahmed Magdy Elkhodary

HR

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ARMY: Fulfilled June 2023

Personal Skills:

- Problem solving
- Communication skills
- Organization skills
- Time management
- Presentation skills
- Team player
- Decision making
- Responsibility
- Logical person

Computer skills:

- Word
- Excel
- PowerPoint
- Access
- QuickBooks
- Peachtree

Language skills:

English: B1 Intermediate

English for HR: V.Good

ARABIC: Native

PROFILE:

- Bachelor of Business Administration, Azhar university in Cairo, Class of 2021.
- Got a diploma in Human Resources "Practical HR Diploma" from Leaders Center.
- Got many courses in HR, ICDL, Accounting and Accounting Excel.
- volunteered as an HR Member in FYF Team for 1 year.
- worked as a Call Center agent at Buffalo Burger (SAAL Company) (part time job)
- seeking a challenger chance as **human resources specialist** in your company, which gives me the chance to prove my skills in the various departments such as **recruitment, performance management, payroll and personnel** in order to be an active member and leave an impact.

Education:

Bachelor of Business Administration, Azhar university in Cairo, Class of 2021.

Grade: Good

Work experience:

- Call center agent at **Buffalo Burger** chain of restaurants (**SAAL Investment**).
From March 2021 to September 2021.

Activities:

- Volunteer as **HR member** in **Face your Fears (FYF)** team
* From September 2019 to October 2020.
***Duties:** 1- Recruitment new members 2- Evaluate team members
3- Give some Training sessions

Courses:

➤ **Practical HR Diploma**

*From **Leaders** center in Cairo accredited from **HRCI**

*From March 2021 to August 2021

***Duration:** 5 Months (125 hrs.)

***Subjects:**

- | | |
|----------------------------------|---------------------------------|
| 1- Strategic Management | 2- Recruitment & Selection |
| 3- Performance Management System | 4- Training & Development |
| 5- Compensation & Benefits | 6- Labor Law & Social Insurance |
| 7- Payroll Operation Management | 8- HRIS |
| 9- HR Audit | 10- Final Exam & Project |

➤ **HRM Course**

*Online from **Origami Business**

*From May 2023 to present

***Subjects:**

- | | |
|----------------------------------|---|
| 1- Workforce Planning | 2- Recruitment & Selection |
| 3- Performance Management System | 4- Training & Development |
| 5- Compensations & Benefits | 5- personnel 6- Strategic Management |

➤ **HRM program from EYOUTH CO** *3days, 15 hours

➤ **Principles of HRM** *Online from **EDRAAK** web

➤ **English for Business & Entrepreneurship** * From **COURSERA** web

➤ **ICDL** * From **ILC** center in Damietta * From July to September 2019