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Egypt

LANGUAGES

- Arabic
- English

COMPUTER SKILLS

- Microsoft office
- Internet
- Windows
- Quick Books
- Operation

SIMON GAMAL ZEKRY

HR PERSONNEL SUPERVISOR

OBJECTIVE

Passionate about creating meaningful strategies to create and implement internal company culture. Helped improve employee satisfaction in previous experiences. Excited to learn more about and begin to implement positive change for employees and management.

EDUCATION

Bachelor of commerce | Accounting Department
Suez University - 2008

EXPERIENCE

Ceramica Glamour

HR Manager

From 2017 till now

- Closing salaries every month and sent it to central administration.
- Make a monthly report about, exit interview, sick leave, work injury, performance appraisal.
- Make performance evaluation to the staff every month from their direct managers and follow up the result.
- Make interview with all candidates who want to join our organization and recruit him from the branch.
- Receive government committees of insurance and labor office responsible for medical insurance, end of services.
- Make exit interview with all leavers and record the reason.
- Reviewing employee files.

HR Supervisor

From Mar 2013 to 2017

- Assists with day to day operations of the HR functions and duties.
- Maintains employee information by entering and updating employment and status-change data.
- Files/ collects papers and documents into appropriate employee files.

- Process documentation and prepare reports relating to personnel activities (staffing, separation, etc.)
- Carries out hiring / termination logistics.
- Responsible for all medical insurance related tasks.
- Pursue any other activities within the job scope assigned by his direct supervisor or organization management

Orascom NSF - National Steel Fabrication

HR

From Mar 2008 to 2013

- Implement the needed procedures to ensure completeness of new hire documents and files.
- Conduct all needed procedures and administration to implement personnel system.
- Keep and update employees' records and files.
- Conduct the needed procedures to record and update attendance, absenteeism, disciplinary actions, and all changes for all employees.
- Collect and administer data related to employees' vacations.
- Administer and update all information related to employee's status to ensure current and updated information system.
- Administer all end of services and termination procedures and clearances.
- Update all information and records to ensure keeping information system current.

SKILLS

- **Expertise in HR policies and procedures**
- **Strong knowledge of hiring processes**
- **Understanding of HR best practices and current regulations**
- **Sound judgment and problem-solving skills**
- **Excellent and strong communication skills**
- **Ability to handle multiple tasks.**
- **Work under Pressure.**
- **Attention to details.**
- **Teamwork and cooperation.**

Reference Available upon request