

mohamed soliman soliman

CONTACT

E-mail: mohamed-soliman096@yahoo.com

Website: www.linkedin.com/in/mohamed-soliman-050005171/

Phone: 01159425800

WORK EXPERIENCE

EGYPT GOLD

10/2019 — UNTIL NOW

hr generalist

- work force management
- Recruit and Interview New Staff
- on-boarding new employee
- Manage Personnel Documents
- Assist Management and Staff
- work on HR system
- HR reports.(new hiring- resignations-transfer – attendance)
- Open Bank account for new employee
- Organization Design
- Employee Relations
- manpower planning

M.B.S

4/2019 — 5/2019

HR recruiter

- INTERNSHIP
- recruitment team

orange egypt

11/2018 — 3/2019

customer service

- customer care
- complain handling team

SKILLS

- Microsoft office
- legal work
- leadership
- insurance
- Problem solving.
- Decision making.
- Creative thinking.

EDUCATION

bachelor of law

2014 — 2018

hilwan university

LANGUAGES

- Arabic
- English

**FIELD SKILLS
AND
KNOWLEDGE:**

- Recruitment
- insurance
- Labor and Employment Law
- Performance Management
- Data Analysis
- Compensation & Benefits
- Legal Assistance
- Start-ups
- Legal Writing

**TOOLS &
TECHNOLOGIES:**

- HR SYSTEM
- PAID and NON – recruiting platforms
- job Ads
- org. chart

CERTIFICATE

HRCI CERTIFICATE 2021

human resource management (on processes)

REFERENCES

References available upon request.