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## **Ahmed Hamedo Refai Khalil**

- **Educational Ref. 2019-2023** [Faculty of commerce – Business major – Cairo University, Giza - Egypt]
- Graduation Degree (Financing and Investment Department), 2023 Faculty of commerce – Cairo University, Giza - Egypt
- Total Grade good (2.95)

### **Experience**

- Recruitment specialist at zalshesh pastry since December 2024 to April 2026.
- Call center agent at banque misr since January 2024 to September 2024.
- HR specialist at El Agouz specialized Hospital since September 2022 to August 2023.  
(Recruitment, training and development and supervision)
- HR internship at Infinity crop for 1 month (Coordinate the hiring process and attracting applicants for the available jobs)
- Ex Freelancer Recruiter at Dawam Business Solutions

### **Volunteering**

- HR delegate at linkCu 21
- HR instructor at linkCu 22 (best HR instructor) for one year
- Head of HR council at Everest Business Cairo

### **Course**

- Microsoft Office (**Word, Excel ,PowerPoint**)

### **Soft Skills**

- Interactive and fast enough to learn new technologies and sciences.
- Able to effectively manage time and prioritize multiple projects.
- Ability to work in a group or individually according to the job requirements.
- Proactively solve problems and suggest process improvements.
- Responsible and have the ability to work and problem solving under pressure.

### **Hobbies and Interests**

- Internet browsing and good researcher.
- Reading in variety branches.
- Improving my Quality skills.

### **Additional Information**

#### **Gender**

Male

#### **Nationality**

Egyptian

#### **Date of birth**

August 11, 2001

#### **Marital Status**

Single

#### **Military**

Exempted from the Military Service

#### **Languages**

- Arabic Native Language
- English Good Read/Write/Speak (**B2**)