

Gerges Louis Khair

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Education:

Executive Master of Business Administration, Arab Academy for Science and Technology (AAST), Alexandria. Jun 2021 – Jun 2024

- **cGPA:** 3.94/4.

HR Specialist diploma, AAST, Alexandria. Jul 2017 – Jan 2019

- **cGPA:** 3.95/4.

Bachelor of Petroleum Geology, Faculty of Science, Alexandria University, Alexandria. Sep 2012 – Jun 2016

Experience:

Employer Relations and Recruitment Officer, University Center for Career Development Alamein International University (UCCD – AIU), Alamein. Aug 2023 – Present

- Communicate, develop relationships, and collaborate with the private sector.
- Plan and organize an annual employment fair.
- Solicit experiential learning, internships, and career opportunities from employers.
- Train an average of 25 students/workshop on career related, employability and soft skills.
- Plan and organize an average of 2 information sessions monthly and 2 employer round tables annually.
- Provide career advice to 7500+ AIU students and support them in their job search.

HR Supervisor, Kotb Group, Alexandria. Jan 2023 – Jul 2023

- Supervised a group of up to 5 Specialists all over Egypt in recruitment, training and performance management.
- Recruited all managerial vacancies and supervised the recruiting of entry-level employees.
- Participated in and organized more than 30 employment fairs.
- Established annual appraisal, monthly performance plan, and corresponding actions.
- Prepared and conducted more than 25 training programs in coordination with top management.
- Trained more than 500 employees according to their training plan.
- Evaluated the training process to enhance training content and process.
- Managed and implemented Odoo software in all the company's departments.
- Trained 300 employees on using Odoo and created more than 270 demo videos.

Talent Acquisition and OD Specialist, Pharco B International, Alexandria. Mar 2021 – Dec 2022

- Executed all recruitment activities, conducted an average of 300 interviews monthly, and hired an average of 60 employees monthly.
- Identified training needs biannually for more than 1200 employees using different approaches.
- Conducted biannual orientation sessions regarding the performance management cycle.
- Collected and monitored performance evaluation feedback and made sure it followed a normal distribution curve.
- Prepared and submitted periodic reports (Performance Appraisal analysis – KPIs readings – monthly training reports – employee turnover, Etc.).
- Developed and conducted an effective induction program for new joiners.
- Attended and participated in over 50 internal and external audits.

Senior HR Specialist, Kotb Group. Sep 2018 – Mar 2021

HR Specialist, Kotb Group. Jul 2018 – Sep 2018

Consultant, Sutherland Global Services, du account, Alexandria.

Sep 2016 – May 2018

- Member of support “supervisors” team at Sutherland Global Services, du account (Jul, Sep 2017, Feb, Mar, Apr 2018).
- Top performer (Nov, Q3, Jun, Q1 2017 and Jan 2018).

Extra-Curricular Activities:

Capacity Building Committee Member, Egyptian Diplomatic Project (EDP), Alexandria.

Mar 2016 – Dec 2016

Head of Elections Committee, Purple Development, Alexandria.

Mar 2016 – Jun 2016

Human Resources Unit Director, Purple Development, Alexandria.

Mar 2015 – Jun 2016

Observation Unit Member, Model of United Kingdom Parliament (MUP), Alexandria.

Oct 2014 – Nov 2015

Head of Human Resource Committee, European Association of Geoscientists and Engineers Alexandria University (EAGE-Alex).

Oct 2014 – Sept 2015

Human Resources Committee Member, Alexandria Euromed Summit (EMS’14), Alexandria.

Jun 2014 – Sep 2014

Human Resources Unit Member, Purple Development, Alexandria.

Mar 2014 – Mar 2015

Computer skills:

- Microsoft Word: Excellent.
- Microsoft PowerPoint: Excellent.
- Microsoft Excel: Excellent.
- Microsoft Visio: Very good.
- Odoo: Excellent.

Language Skills:

- Arabic: Mother tongue.
- English: Excellent.

Courses:

- **Certified Career Services Provider**, National Career Development Association (NCDA), Online. Jun 2025
- **Business Development, Networking, and Negotiation**, UCCD, Cairo – 16 hours Nov 2024
- **Career Development Facilitator**, UCCD, Cairo – 120 hours. Oct 2024
- **Certified Professional Trainer**, American Chamber of Commerce, Cairo – 60 hours. Sep 2024
- **Disability & Equality training**, Helm, Cairo – 15 hours. May 2024
- **Qualitative Labor Market Information**, UCCD, Cairo – 21 hours. Dec 2023
- **Events and Conference Management**, American University in Cairo (AUC), Cairo – 30 hours. Dec 2023
- **Performance Management System (PMS) workshop**, Dr. Mohamed Khalil, Alexandria – 40 hours. Nov 2019
- **Team Manager University**, Sutherland Global Services, Alexandria – 45 hours. Mar 2018
- **Human Resources Management**, Cambridge Training College, Alexandria – 60 hours. Sept 2015