

CV

Mohamed Gamal Elsherif

Personal information

- Name : Mohamed Gamal El-Din Mohamed Tohami El Sherif
- Address : Group 27 / Building no 6 / Apartment no 14 – Al Rehab city – New Cairo
- Mobile : 01099317111
- Tel. home : 02/ 26073361
- E-mail : mohamedgamal9010@yahoo.com

Objective

Seeking a challenging opportunity at HR Department

Educational Background

- Bachelor of Law (2014) Assuit University

Working Experiences

- Working as HR coordinator at Diar for real estate investment (January 2019 – Until now)

- Working as Sales admin at Diar for real estate investment (January 2019 – Until now)
- Working as Receptionist at Diar for real estate investment (January 2018- Until now)
- Working as Secretary at E.R.G Company (November 2016 – November 2017)

Courses

- Attend time management workshop at Ain Shams university
- Successfully completed HRM Diploma from Jul 2017 to Aug 2017 (35 training hours) .
- Attend English language course in Berlitz
(February 2014 – March 2014) level 3
(September 2014) level 4
(July-August 2016) level 4
(September – October 2016) level 5
(February – March 2017) level 6
(May – June 2017) level 7
(November-December 2017) level 8
- Attended & passed English language course in Assuit University (September 2012 – December 2012) 12 levels with the grade of excellent
- Successfully passed ICDL course at Assuit University
- Attended & successfully completed primary concepts for a successful lecturer course at Assuit University 25,26,27 September 2010
- Successfully completed computer course (Windows XP, Microsoft front page ,2003 HTML) at Virgi Tech training & education center from 13/6/2005 until 7/7/2005

Skills

- Microsoft Office (Word – Excel)
- Windows operating system
- CRM
- Arabic (Mother tongue)
- English (good)
- Ability to Self –Learn
- Organized
- Punctual
- Patient

Interests

- Reading
- Traveling
- Swimming

Additional Data

- Date Of Birth : 10th December 1990
- Military Status : Completed
- Social Status : Single
- Driving License : Valid

References

- Are ready upon request