

Baher Mahmoud Ahmed

Maadi, Cairo, Egypt

Career Objective

Seeking a challenging opportunity in your company where I can gain more knowledge and experience.

Education

- BSc of **Hotel & Tourism**, Tourism Guidance dep., **El-Minya University**, May 2002.
- Grad: Good

Experiences

- **Personnel** at **EL-FERGANY Market** *from Nov. 2018 to Sep. 2019*
 - Creates, maintains and updates personnel files in complying with the Egyptian Labor laws.
 - Creates, maintains and updates staff records on the HR data base and issue regular reports as required.
 - Reply to all staff inquires.
 - Helps in Monthly payroll reports
- **HR Rep.** at **EL-FERGANY Market** *from Mar 2018 to Oct. 2018*
 - Generate reports for employee's attendance
 - Assist with day to day operations of the HR functions and duties
- **HR Rep.** at **SHAHIN Center** *from Sep 2017 to Feb 2018*
 - Generate reports for employee's attendance
 - Assist with day to day operations of the HR functions and duties
- **Stock controller** at **RAGAB SONS Market** *from April 2016 to Jan 2017*
 - Review sales balance in offline and online program to make sure that it is right
 - Inventory of the different sections of the market and send the results via Email to direct manager
- **Order taker** at **METRO Market** *from Jan 2015 to Mar 2016.*
 - Taking order form customers by telephone and register their data in Excel sheet
 - Receive complaints from clients and solved it and sending reports to management by email.
- **Owner** of **THE MATRIX Internet** Computer and network services. *from Jan 2005 to Dec 2014*
 - Typing English and Arabic documents and online web searching.
 - Networks Installations and maintenance

Training & Courses

- Payroll Workshop, 18 hours at **HCC**, *Oct 2017*
- Advanced Excel for HR, 24 hours at **HCC**, *Aug 2017*
- Personnel & Labor Law workshop, 18 hours at **HCC**, *July 2017*
- HR management Dip., 35 hours at **EGYCHAM**, accredited by **Ain-Shams Uni.** & **HRCI**, *Jan 2017*

Skills

Computer Skills:

- Excellent in Word, Internet and Computer Maintenance
- Very Good in Excel.

Language Skills:

- Arabic: Mother tongue.
- English: good command of both spoken and written.

Personal Skills:

- Responsible, Self-confidence, Trustworthy and Dependable.

Additional Data

Date of Birth : 23/04/1980
Nationality : Egyptian
Marital Status : Married
Military Status : Exempted