

## Osama Mohamed Ibrahim Mohamed

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### Objective:

To work in a stimulating and challenging position in Human Resources' field that will give me the opportunity to use my acquired skills, background education and experience.

I look forward to being an added value to your organization and as a result to develop and progress my experience.

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### Education:

Bachelor of Commerce,

Department:, Accounting

From : Higher Cairo Institutes, june 2017

• Grade : Good

Thanwya Amma: Elmobtdyan Experimental Language School, cairo, Egypt, 2013

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### Work Experience:

➞ **Personnel Specialist** · Egyptian Company for Services ■

Collection (JUNE 2019 Until now)

⊆ work tasks :-

1- Entry and follow-up of employees' vacations

2- Work on the attendance and departure of employees

3- Dealing with insurance models (Form 1 - Form 2 - Form 6)

4- Labor law and dealing with the labor office

5- Resignations and termination of contracts

6 - Renewing employee contracts

7- Daily reporting

➤ **HUMAN RESOURCES COORDINATOR AT CAIRO SCAN FOR RADIOLOGY AND LABS ( DESMBER 2018 UNTIL MAY 2019**

≡ **WORK TASKS :-**

≡ **Dealing with new contracts**

≡ **Follow-up and renewal of contracts**

➤ **Follow-up to the end of the probationary period and activation of contracts**

≡ **Permissions and delays**

≡ **Follow up the archive**

➤ **Sales representative in the Egyptian company for household ~~im~~**

➤ **Sales ~~Outdoors~~ in the United subsidiary of Vodafone**

➤ **Sales in the Appliance Company of ~~Orange~~**

➤ **Sales Outside at Wafa Commercial Bank**

➤ **Accountant at International Company**

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### **Certifications:**

**1. Human Resources Management Diploma at Egycham Center  
accredited by Ain Shams University and HRCI from July 2020 to**

**December 2020 (in proces)**

**2. ICDL brigh minds**

**3. English Course –(Ministry of Defense Language Institute)**

**4. Soft Skills**

**5. Training at Alexandria bank**

**Computer and linguistic skills:**

- **Arabic, mother tongue.**
  - **Professional usage of Microsoft Office and Internet.**
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**Personal Data**

- **Date of Birth: may. 21, 1995.**
  - **Place of Birth: Cairo, Egypt.**
  - **Address: 23 zinhom st. Elsyda zinab, Cairo , Egypt**
  - **Marital Status: Single**
  - **Military service : finished military servic**
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