

Mohamed Ahmed El-Shazly
39 Mohamed El-Makarif St., Nasr City
Cairo, Egypt

Objective

Seeking a challenging opportunity in a multinational company or a reputable Company that Provides high level of professional work experience and add Values to my Professional work experience.

CORE QUALIFICATIONS

- Communicating well with others
- Strong time-management skills
- Good judgment and decision-making skills

EDUCATION

Faculty of Commerce, New Cairo Academy, Cairo, Egypt (2007-2011)

WORK EXPERIENCE

- 1- HR Specialist (Kabanni Furniture Company): October 2017 – Present**
 - Compensations & Benefits (Payroll, Medical, Employees services etc...)
 - Recruitment & Selection.
 - Personnel Management (Social Insurance)
 - Daily Tasks Organizing and planning
 - Employees Data Entry.
 - Reports.(Resigns , Turn over, Recruitment)

- 2- Ground Handling Agent at Link Aero Trading Agency: October 2016 – May 2017**
 - Cabin service.
 - Catering.
 - Ramp service.
 - Field operation service.
 - Reports(Departures and arrivals for the Trips, Crew Data)

- 3- B HR Admin at Pact Real Estate: April 2015 – October 2016**

- Create and publish job ads.
- Screen CVs and job applications.
- Conduct initial phone screens to create shortlists of qualified candidates
- Interview candidates in-person for a wide range of roles.
- Use data and statistics to make informed decisions that solve Team problems.
- Researching new opportunities in how the company can find and attract better candidates
- Use data and statistics to make informed decisions that solve Team problems.

4- Accountant at B2B shipping service company: February 2012 – March 2015

- Collecting, counting, disbursing money, running basic bookkeeping, completing banking transactions
- Computing, recording, checking data of records or reports

LANGUAGE PROFICIENCY

Arabic: Native language

English: Good

French: Fair

COURSES & TRAINING

Certified ICDL course: Egyptian Red Crescent

AUC English till Level 3

The British Council English till Level 6

Learning HR Diploma at EGY CHAM

Personal Information:

Date of Birth: 01-Feb-1990

Military Status: Exempted

Status: Single

HOBBIES & INTERESTS

Playing football, gym, swimming, reading history books, tennis, diving