

# Mahmoud Ahmed Elhawary

Elkhanka, Qalyubia , Egypt

## Objective

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

## CORE QUALIFICATIONS

- Problem Solving
- Communicating well with others
- Strong time-management skills
- Good judgment and decision-making skills
- data analysis
- very good in Microsoft Office & Excellent excel

## EDUCATION

University Qualification: Faculty of Commerce and Business Administration

University: Helwan University

Graduation Year: May 2014

## WORK EXPERIENCE

1- Company: (Carta misr Company For the paper industry )

Position: Senior HR Generalist

Duration: from 6/2019 – to Present

Duties and Responsibilities:

- Organizational Development(ORG CHART .J.D)
- Compensations & Benefits (Payroll, Medical, Employees services etc...)
- Recruitment & Selection.
- Personnel Management (Social Insurance )
- Daily Tasks Organizing and planning
- Reports.( Resigns , Turn over, Recruitment)

**2- Company: (EG-PAPER Company For the paper industry )**

**Position: HR Generalist**

**Duration: from 5/2015 – to 6/2019**

**Duties and Responsibilities:**

- **Personnel Management (Social Insurance , payroll )**
- **Organizational Development(ORG CHART , J.D)**
- **Compensations & Benefits ( Medical care, Employees services etc...).**
- **Employees Data Entry.**

### **LANGUAGE PROFICIENCY**

**Arabic: Native language**

**English: Good**

### **COURSES & TRAINING**

**HR Diploma(HRCI) at EGY CHAM**

**HR COURSES at EGY CHAM**

**HR advanced Course at EGY CHAM**

**Certified HR at Edrak**

**Course English till Level 5 at Agyal**

### **Personal Information:**

**Date of Birth: 21-oct-1989**

**Military Status: Exempted**

**Status: Married**

### **HOBBIES & INTERESTS:**

**Playing football, gym, swimming, reading books**