**Ahmed Mohamed Saad**  
Human Resource Specialist

**PERSONAL DETAILS**

**Address**: Selim Ibrahim Street, Zaytoun, Cairo   
**mail**: ahmed.m.saad.1987@gmail.com

**Tel**: 01112589448-01007893926  
**Date of birth**: February 26th, 1987  
**Place of birth**: cairo,wayli  
**Driver's license**: special driving licence  
**Gender**: male  
**Nationality**: Egyptian  
**LinkedIn**: linkedin.com/in/ahmed-saad-35ab9172  
**Marital Status**: single

**EDUCATION**

New Cairo Academy (Fifth Settlement) Bachelor Degree of

Information Systems Management & Computer (2008)

**Majoring**: Information system **Grades**: Good

**EMPLOYMENT**

Human Resources Specialist Nov 2018 - Apr 2022

* **Arab Tone Hearing Aid, cairo**  
  Responsible for recruitment, interviews and selection,Responsible for employees files,Preparing and updating employee database,Responsible for social and health insurance,Follow up attendance expenses and vacations,Payroll preparation.

Human Resources Specialist Dec 2012 - Jan 2014

* **Wadi El-Nile Hospital Cairo, cairo**  
  Follow up on attendance and departure,Registration of vacations and permissions on the system,Responsible for social and health insurance**.**

Distribution Representative NOV 2011 – NON 2012

* **Universal Pharmatecales, Cairo**

Delivery of drug orders to pharmacies by my own car

Inventory Controller Jan 2010 - seb 2010

* **sahab publishing company**

Inventory control and receipt of new payments from books and receipt of purchase orders**.**

SKILLS

Ms office: very good  
Social Media: very good  
management: good

COURSES

Human Resources Management Mar 2013  
Internet marketing Dec 2009  
Laptop Maintenance Dec 2008  
International Computer Driving License (ICDL) Apr 2008  
GRAPHICS Aug 2006

GOALS

* To get enough skill from work,Give maximum possible energy to work,

Achieving my personal goals through promotion in work,

Achieving theestablishment goals to the fullest.

LANGUAGES

English: good