

# Mahmoud Salem Attia

Birth date: 6/1/2000

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Qalyubia

Nationality: Egyptian

Skills \_\_\_\_\_

- Communication skills
- Eager to learn
- Adaptability
- Working under pressure
- Time management
- Multi-tasker

Languages \_\_\_\_\_

Arabic: Mother tongue

English: Good

PC Skills \_\_\_\_\_

Microsoft Windows

Microsoft Office

## Objective

My goal is always to reach the highest position anywhere – commitment to a healthy routine – Realizing ambitions -  
Job stability – learn an additional foreign language – Achieving the world kung fu championship – Planning and arranging goals

## Education & Courses

### License of Law

Faculty of Law – Ain Shams University

2018 – 2022

Grade: Good



## Human Resources Certified Professional (HRCP)

From: Society of Arab Business Administrators – SABA

Duration: 162 Active Learning Hours.

Accreditation: Human Resources Certification Institute (HRCI®)

### Topics Covered:

- Recruitment & Selection
- Labor Law #12 for the Year of 2003
- Social Insurance Law #148 for the Year 2019
- Payroll Management using MS. Excel
- Training, Development and Talent Management
- Performance Management & Appraisals
- Compensation, Motivation & Benefits
- Organizational Development Foundations



## Work experiences

### Ibnsina Pharma



Medication preparation

(Jan.2022-July. 2022)

### Key Responsibilities:

- Preparing required orders on a daily basis.
- Preparing medications required for other branches.
- Reviewing the equipment transferred to other branches.

### DMC



Data Entry

(Aug.2022- Until now)

### Key Responsibilities:

- Entering workers' data, attendance and departure .
- Making sheets inventory for the scaffolding kit .
- Follow up on salary closing .
- Paperwork .