



# Mohamed Mustafa

○ Mohamed Mustafa elSayed

○ Date of Birth: 4\12\1996

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Borg El Arab ,Alexandria, Egypt



## CAREER GOAL

An experienced and dedicated HR Assistant with in-depth knowledge of administrative processes and managing successful relationships with employees. Ability to maintain an organized database of employees by collecting records and carefully organizing paperwork associated with current and future employees. Adept at handling and solving employee-related social security problems, and adhering to laws and regulations that govern recruitment and employment practices. Create a positive attitude and a strong work ethic.



## EDUCATION

○ 2021 Bachelor in Business Administration

Faculty Of Commerce

Alexandria University, Egypt

Graduated from Faculty of commerce, class 2021,  
Major: Business



## WORK EXPERIENCE

○ JUN2020 -  
Present

Human Resources Assistant

Borg Ready Mix Concrete Company



شركة البرج للخرسانة الجاهزة

Borg El Arab, Alexandria, Egypt



## SKILLS & STRENGTHS

- Proficiency in all areas of Microsoft Office, including Access, Excel, Word
- Holds a human resources course from Alexandria University
- Holds a human resources course accredited by the University of Alexandria

- Able to deal with different kinds of customers and handle their needs successfully and cheerfully
- Good Mathematical & Logical reasoning skills.
- Able to work under pressure.
- Able to handle multiple tasks.
- Excellent communication skills, both verbal & written