

CV

Personal Info

Name : khaled khamis mohammed hussein
Date of Birth: 10 - 11 - 1991
Nationality : Egyptian
Place of Birth: Alexandria
Religion : Muslim
Type of the job: H.R officer & site equipment, facilities officer
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Academic Education

* Bachelor's degree, with a good grade .

The Higher Institute for computer, tourism and Hotels . 2012

Computer skills :

- Word / Excel / Power Point / Access

Languages

Arabic : Native language.

English : Good / written & spoken

Experiences

From 2013 to 2016 Alexandria Egypt

- Work in alexandria petroleum maintenance company (petroment).

From 2017 to 2019 Dubai UAE

- Work in Invarcapital company for contracting and general supplies.

From the last half of 2019 until now Cairo Egypt

- Working in EL-Madar engineering projects and general supplies.

Description of my work as a H.R

- Follow up the daily attendance and departure of the employees at the sites
And also their annual vacations, their bonuses and discounts system .
- Closing the monthly time sheet for a appointed employees (Haidr) and temporary employees (Sarki) and calculate their monthly salary .
- Follow up the monthly and annual Evaluation of employees on work performance

Description of my work as a Facilities and equipment

- Preparing sites (caravans, office furniture and rent apartments for employees) .

- **Preparing the sites buffet and following up the requests of the consultants , officers of Military Engineering Authority .**
- **Renting the equipment and cars needed by the sites , following up their monthly time sheet , maintenance , fueling the diesel and calculating its monthly extracts for it according to the contracts concluded .**
- **Responsible for site purchases , delivery of purchases to stores and follow up of purchases invoices with the site accountant .**

Previous achievements and projects

- **Petroleum lines in the south Dabaa oil production company , khalda oil production company and Midor oil production company , while working at Alexandria petroleum maintenance company (petroment) .**
- **Build a group of tourist and hotel villages , while working at Invarcapital contracting company in Dubai UAE .**
- **Build 4 bridges in the canal el-hamam project , build 4 bridges on the cairo-dabaa road and maadi bridge in cairo , also build suez university abu rudeis branch (south Sinai) faculty of arts and faulty of education , while working at el-madar engineering porjects .**

Personal skills

- **Working under pressure , staying up late and working over time to finish the required work when the work needs that .**
- **Work as a group leader and take the appropriate decision in solving problems .**
- **Helping the company to carry out the required work at the lowest possible cost .**
- **planning and organizing skills**
- **Attention to detail**