**c.v**

**Name: Girgis Magdy Rizkalla**

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**Mobile: 012 – 75514447.**

**Email address: girgis.hr@gmail.com.**

* **Objective:**

**I wish to pursue a career as an admin in a well established company, where I can implement and develop my skills.**

* **Summary of qualifications:**
* **Special Qualifications**
* **Ability to absorb Customers anger**
* **Education:**
* **Diploma of human resources (2010).**
* **University: Thebes Academy. (2006-2009).**
* **Faculty: Business Commerce.**
* **Major: Arabic Accounting Department.**
* **Total grade: Very good.**
* **Fourth year grade: pass.**
* **High school degree : elzhrak elsanwy banen**
* prep **school : El zhrak el edady banen**
* **Primary school** : **Omar ibn al-Khattab**
* **Experience :**
* From1/4/2018 to now , Director of the Departmentof Eid Labib Group.
* From 20/5/2017 to1/3/2018 , Internal Auditor in tsahel co .
* From 8/8/2016 to 15/4/2017 , Administrative Branch in Orascom Housing co .
* From 1/3/2015 to 1/8/2016, Administrative Branch in Porsche Service Center .
* From 1/11/2013 to 30/1/2015, Human Resources in farm cheese for dairy & food products.
* From 1/1/2011 to 20/4/2013, Human Resources in wadi degla Club.
* From 6\2009 to 6\2010 in khtwat office for humman development.
* In the position of assistant general manager and assistant trainer humman development.
* From 7\2009 to 2\2010 in CITI BANK
* From 3\2007 to 5\2009 in supervisor in ministry of health laboratory in united service for science
* From 1\2004 to 2\2005 in louver travel development
* **Training Courses attended :**

 **At Forex in IAC¸ 36 Credit hours.**

* **Implementation of these courses over my work:**
* **Ability to work with group.**
* **Ability to improve work style.**
* **Dedicated to the volume of work needed without sticking to working hours.**
* **Ability to absorb customer’s anger.**
* **Ability to take decision within my capacity.**
* **Language :**
* **Arabic: mother tongue.**
* **English:**

|  |  |  |
| --- | --- | --- |
| **speaking** | **writing** | **reading** |
| **good** | **good** | **good** |

* **Computer knowledge :**
* **Excellent internet browsing.**
* **Excellent in Microsoft office .**
* **Hobbies and interest :**
* Swimming.
* Listening to music.
* **Personality data :**
* **Address:13, st. 3 tksem el Nasr- wady hof -helwan**
* **Nationality: Egyptian**
* **Birth Date:26/11/1985**
* **Marital Status:** Married.
* **References and certificates are available upon request.**

 **Thank you**