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Objective

Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company. A highly organized and hard-working individual looking for a responsible position to gain practical new experience.

Education:

- ❖ Human Recourse Management Diploma
Very good 2016 Hilwan University
- ❖ Bachelor of information system
Very good 2011 Project grade: Excellent

Experience:

- ❖ HR Generalist in GM Retail Company (June.2021 to till now)
 - Organizing trainings, administering employee benefits and leaves and crafting HR policies.
 - Use Human Resources Information Systems to ensure all employee records are up-to-date and confidential.
 - Act as the main point of contact for employees' queries on HR-related topics.
 - Ensure the HR department's operations be running smoothly and effectively to deliver maximum value to the organization as a whole.
- ❖ Career Coach freelance online & offline Coaching (Apr.2015 to till now)
 - Help customers in three levels:
 - Choose the Scope and method of career and work Type that is appropriate to the personality, abilities, skill, practical and scientific expertise.
 - Simplify the Project Idea into a range of connected tasks and jobs to ease of customer do that.
 - Change the mentality of the Customer to the Person who knows knowledge the Business Domain and the basic Configuration of their Product or Service and the Values of their Project to be a professional Startup and he will Start another Steps with a Business Coach.
- ❖ Stock Control in Ragab Sons Retail Company. (June.2013 to Dec.2016)
 - Product tracking is at the heart of inventory management.
Analysis of stock inventory movement exchange, transfer, receipt and depreciation to find and solving problems no company system, currant stock inventory, make reports and the top management uses it to identify appropriate strategies for achieving objectives.

❖ Paperwork during military service. (Jan.2012 to Mar.2013)

- Working in Operations and Finances office data entry for personal, financial data and audit it , update it and Adoption
- Preparation of financial reports and general functions of the military contingent.

❖ Team leader for my graduation project. (Oct .2010 to July2011)

- Divide the overall goal into a total of individual small objectives and tasks and divide them over team members .
- Explaining and setting the timeline for all tasks and making a connection between objectives to achieve the overall goal.

❖ Extracurricular Activities (Apr 2009 to Oct 2019)

- I'm Volunteer in Resala Organization for 10 years ago as Sign/ Deaf language Trainer. Practice the new signal, understand its meaning, and set up the training program whether it's for volunteers and deaf. Identify problems with the deaf, whether general or special, with the team of ants .and Instant Translation for Religious subjects and general to Sign language.

❖ Courses

- Microsoft Entrepreneurship and Business Skills from Microsoft & UN organization.
- Google Digital Marking Skills from Google organization.
- InternationalComputerDriving License ICDL from ECDL European Computer Driving.
- Training Of Trainer (T.O.T) from Resala organization.
- MicrosoftVisualBasic.NETfrom InformationssysteminstituteofMinistryofDefense& Microsoft.

❖ Computer Skills

- Microsoft Office programs.
- ZTKeco-Attendance-Management.
- Microsoft Dynamics NAV
- Microsoft Dynamics Utilities.

❖ Hobbies

- Cycling.
- Teaching and Learning (Sign language / Deaf language),
- Writing Psychological and Human Articles on my professional Business page.

❖ Military service

- Completed.