

Ahmed Elmahdy Mahamoud Awad

133 MAHER BADAWY – ALF MASKAN - CAIRO

TEL : 01111404635 & 01210315498

OBJECTIVE

To resume my professional career at large scale organization and to get opportunity to develop my skills and knowledge and face a new challenges

Professional Skills

- Ability to work in a teamwork environment.
- Very good in communication skills.
- Very good in presentation and negotiation skills.
- Hard worker and ability to work under pressure.
- Punctual, helpful and ambitious.
- Very good in dealing with vendors and good contact management.
- Very good in team leading.
- Good in reporting

Professional Experience

HR Manager at 7Pets Company

October 2021 ~ December 2023

HR Manager at Helcometales Company.

July 2015 ~ April 2021

- Recruiting and staffing.
- Organizational departmental planning.
- Performance management and improvement system.
- Employment and compliance with regulatory concerns regarding employees.
- Employee onboarding, development, needs assessment, and training.
- Policy development and documentation.
- Employee relations.
- Company employee and community communication.
- Compensation and benefits administration.
- Employee services and counseling.

HR specialist at el-salab company.

January 2014 ~ July 2015

- Manage the employee's attendance.
- Make the performance appraisal.
- Manage the employees personal.

HR specialist at energia company (el – swidi helal).

January 2010 ~ January 2014

it skills

- Operating systems : windows xp , vista & widows 10
- Internet searching and browsing
- Microsoft office (word, excel, outlook and PowerPoint)
- ICDL
- Effective communications course.

Education

- Helwan university b.a of social serving.
Graduation grade : pass

Personal information

- Date of birth : 27 February , 1988
- Marital status : married
- Nationality : Egyptian

languages

- Good command of spoken and written Arabic and English.

References

- Available upon request.