

Mohamed Omar Mohamed Mandour



Summary

The Senior specialist in personnel affairs, specializing in wages and salaries. The ability to manage a complete file, structure it and work on improving it, the ability to learn, analyze and qualify others

Skill Highlights

- Project management
- Strong decision maker
- Complex problem solver
- Rehabilitation and education ability
- Creative design
- Innovative
- Fast learner
- Working under pressure

Contact

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Languages

English – Acceptable
Arabic – excellent

Hobbies

- Reading
- Swimming
- Listening All Music

Skills

- Microsoft Excel
- Microsoft Word
- Microsoft Power Point
- Good researcher

Experience

- **Senior HR Specialist** - 12/2012 to Still Now
Future University In Egypt , Cairo
- **Data Entry** - 09/2012 to 11/2012
International Home Appliances Company , Cairo

Education

Bachelor : **Computer Information Systems** – 2012
Modern Academy In Maadi

Certifications

- Conversation English Program (Le02/12): **Arab Republic Of Egypt , Center Of Training , Continuing Education And Community Service In MTI , 2011**
- Web Design Diploma: **Ministry Of Defense Information Systems Department , 2011**
- English Program Elementary 3 London Teacher Training College Itc,Uk , 2011
- Oracle 11g SQL: **Ministry Of Defense Information Systems Department , 2012**
- The 1st Model Business Association Conference: **The American University In Cairo School Of Business , 2012**
- English Language Course : **Future University in Egypt , 2013**
- Human Resources Management Diploma : **IBS Training Academy , 2016**
- Social Insurance & Egyptian Labor Law : **IBS Training Academy , 2016**
- English Language Course : **Future University in Egypt , 2017**