

# Mohamed Mohamed Ahmed Abozaid

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## OBJECTIVE

Joining a dynamic organization that would provide me with an opportunity to establish a career where my interpersonal, academic and acquired skills can be fully utilized and developed through being an active & creative participant in the organization's success by working on achieving its visions, goals and values and where my interpersonal, academic and acquired skills can be fully utilized and developed.

## PERSONAL

Date of birth: Jan, 19.1990

Nationality: Egyptian

Marital status: single

Military service: finished

## EDUCATION

### ① Academic Education:

#### ➤ Bachelor of Law,

- **University:** Cairo University – Arabic section
- **Graduation year:** 2011.


## SKILLS

### ① Language Skills:

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- **Arabic:** Mother Tongue.
- **English:** V. Good Command of both Written and Spoken English

### ② Computer Skills:

- I have International Computer Driving License (ICDL).
- Microsoft Windows (98, 2000, XP, Windows 7) .
- Microsoft Office (Word, Excel, Power point, Access)
- Excellent Knowledge of Internet.

## EXPERIENCE

- Trained in Tax office.
- Worked as a lawyer.
- Customer service at ICFI. (From 2013 to 9/2016)
- Trainer for call centre at Saal Invest (From 9/2016 to 12/2016)
- Head of Training Department Call Center at Saal Invest. (From 2017 to 6/2017)
- Managing Director: -  
(Training, Development and Customer Service) (From 2017 to 12/2018)
- Supervisor call center. (From 2018 to 12/2018)
- Training human resources. (From 1/2019 to 4/2019)
- Apr 2019 - Present. Human Resources at “WASTCO TOURS Group Company”.
- ❖ Duties & Responsibilities
  - ✓ Track and Follow up on Attendance and Employee’s Absences.
  - ✓ Provide Advice and Information for Management and Employees on Personnel Policies and Procedures.
  - ✓ Develop and Maintain Personnel Files of all the Employees.
  - ✓ Preparing and Updating the Employment Records related to Hiring, Transferring, Promoting and Terminating.
  - ✓ Responsible for the Social Insurance Forms (Form 1, 2 and 6).
  - ✓ Renew the Yearly Employment Contracts.
  - ✓ Calculate the Annual Vacations Balances.
  - ✓ Represent the Company in front of the governmental institutions  
Such as (The Labor Office - The Social Insurance Office -Ministry of Investment)
  - ✓ Handling All the Medical issues of the Employees.
  - ✓ Handling (Penalties, Overtime, Errands, Opening account banks and HR letters).
  - ✓ New Hire Orientation and Exit Interviews.
  - ✓ Ensuring New Hire Paperwork is Completed and Processed.
  - ✓ Handling the monthly variables of the payroll processes.
  - ✓ Organizing the rules of (Meals, Accommodation and Transportation).
  - ✓ Handling the Full Recruiting Cycle & Update the job description.
  - ✓ Update Manpower plan and the Organization Chart.
  - ✓ Handling the Performance Appraisals for the Employees.
  - ✓ Responsible for the Legal investigations with the employees.

## OTHER SKILLS

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- Very high communication and negotiation skills.
- Capable of working under high pressure.
- Capable of working in team and got high team spirit.
- Self-study capability.
- Good in analyzing problems and finding creative solutions for them.
- I am an ambitious person, physically and mental capable of hard work and having leadership capabilities.
- Good presentation and excellent personal organization
- Customer service skills
- Comfort with shifts
- Comfort with physical work
- Pride in achieving individual targets
- Flexibility and punctuality
- Human Resources Management Diploma - "HR Diploma".

## REFERENCES

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References and Details of academic and professional referees are available upon request.