

AHMED NASER MOHAMED ELKHOLY

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OBJECTIVE

I seek challenging opportunities where I can fully use my skills for the success of the organization. .I am an experienced software developer and I am looking for work at a university or a large, rapidly growing company, where I have more than eight years of experience in clerical, administrative, and accounting work. .Experience in administrative and accounting work and proven success in all the companies in which I worked. I am looking for an opportunity to benefit from my 8 years of experience.



PERSONAL DETAILS

Date of Birth : 1/4/1988 Marital Status : married Nationality : Egypt Religion : Muslim

: 28804011602255 Passport

Gender : male

Driving Licence: Private driving license



SKILLS

Microsoft Office

sales

decision maker

Problem Solving

Building teamwork



INTERESTS

Photoshop

power point

Surf the Internet

Running

Football



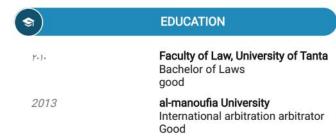
LANGUAGES

Arbic

English Write Read Good



ACHIEVEMENTS & AWARDS





EXPERIENCE

2011 - 2013

Oxy Print House Company

Administrative officer and personnel affairs specialist

.Working as a person responsible for government transactions by completing company papers for individuals and their residency within

the State of Oatar. .Conducting interviews for newly

hired individuals.

.We specialize in all administrative tasks including employee attendance

and monthly payroll

2014 - 2018

Egyptian German Company for **Engineering Industries (Schnell)**

.The company's workers' salaries. .Follow up on employees' attendance

and departure from work.

Receiving appointment documents from individuals working in the company.

.Follow up on all administrative and clerical work of the company with its clients through faxes and business

emails.

Obtaining a course in international arbitration accredited by Menoufia University

2019 - Until now

SWAT company provides security, guarding and money transfer

Personnel and Human Resources Specialist

.I work in the company as an administrative and human resources employee for the company at its location inside Tanta Mall.

.Responsible for tasks such as employee clothing, equipment, inspection devices, and all administrative books inside the mall.

.I work as a data entry worker for employees on computers inside the mall.

.Responsible for hiring individuals, conducting interviews, and completing appointment forms. .Conduct periodic training for individuals on the nature of work and how to deal with the public. .Responsible for disbursing monthly salaries to individuals.

- Responsible for all daily administrative work required by the company to the client inside the mall