



AHMED NASER  
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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  
Passport : 28804011602255  
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

Arabic  
English Write Read Good



## ACHIEVEMENTS & AWARDS



## EDUCATION

2010

**Faculty of Law, University of Tanta**  
Bachelor of Laws  
good

2013

**al-manoufia University**  
International arbitration arbitrator  
Good



## 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 Qatar.  
.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)**  
HR  
.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