

PROFILE

Experienced HR Coordinator with over 7 years of experience in HR (Constructions – Power Plant – Water Treatment ...),

Excellent reputation for resolving problems and improving customer satisfaction. Organized and dependable candidate successful at managing

multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals. Hardworking and passionate job seeker with strong organizational skills eager to secure entry-level HR position. Ready to help team achieve company goals.

CONTACT

PHONE:

+201060649132

EMAIL:

AMROMUHAMMED101@GMAIL. COM

HOBBIES

Blogging Community involvement Photography Reading

AMRO MOHAMED

HR Coordinator

EDUCATION

2011 - 2015

[Giza Institute of Administrative Sciences Graduation Grade: High Excellence Degree (Bachelor degree).]

Courses:

IC3

Human Development English

WORK EXPERIENCE

Global Projects Services HR Coordinator

01-2024-Till Now

with for GPS Company for its client Doosan Enerbility company (Dabaa Nuclear Power Plant Project)

Hassan Allam Holding HR Coordinator

12-2022-07-2023

Project: Golf villas renovation in Sharm El-Sheikh Contractor: Hassan Allam Construction.

Hassan Allam Holding HR Coordinator

06-2022-12-2022

Project: The Great Transfiguration Project in St. Catherine. Contractor: Hassan Allam Construction.

Hassan Allam Holding HR Coordinator

12-2021-06-2022

Project: Agricultural wastewater treatment plant in Al-Hammam. Contractor: Hassan Allam Construction.

Hassan Allam Holding HR Coordinator

12-2020-12-2021

Project: The western breakwater of the port of Damietta. Contractor: Hassan Allam Construction.

Hassan Allam Holding HR Coordinator

02-2019-12-2020

Project: New Mansoura Desalination Plan. Contractor: Hassan Allam Construction.

Hassan Allam Holding HR Coordinator

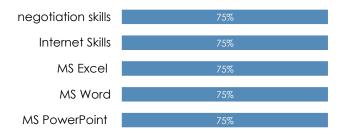
08-2017-02-2019

Project: Infra Structure (West Asyut). Contractor: Hassan Allam Construction.

DUTIES AND RESPONSIBILITIES

- Onboarded new temps by entering employee information into systems. Prepared variety of different written communications, reports and documents.
- CREATED PLANS AND COMMUNICATED DEADLINES TO COMPLETE PROJECTS ON TIME.
 DEVELOPED AND MAINTAINED COURTEOUS AND EFFECTIVE WORKING RELATIONSHIPS.
- DEVOTED SPECIAL EMPHASIS TO PUNCTUALITY AND WORKED TO MAINTAIN OUTSTANDING ATTENDANCE RECORD.
- CONDUCTED RESEARCH, GATHERED INFORMATION FROM MULTIPLE SOURCES AND PRESENTED RESULTS.
- INCREASED CUSTOMER SATISFACTION BY RESOLVING ISSUES.
- USED MICROSOFT WORD AND OTHER SOFTWARE TOOLS TO CREATE DOCUMENTS AND OTHER COMMUNICATIONS.
 ACTIVELY LISTENED TO CUSTOMERS, HANDLED CONCERNS QUICKLY AND ESCALATED MAJOR
- ISSUES TO SUPERVISOR.
- WORKED TO MAINTAIN OUTSTANDING ATTENDANCE RECORD, CONSISTENTLY ARRIVING TO WORK READY TO START
- IMMEDIATELY.
- LEARNED NEW SKILLS AND APPLIED TO DAILY TASKS TO IMPROVE EFFICIENCY AND
- WORKED FLEXIBLE HOURS ACROSS NIGHT, WEEKEND AND HOLIDAY SHIFTS, MAINTAINED EXCELLENT ATTENDANCE RECORD, CONSISTENTLY ARRIVING TO WORK ON TIME.
- OFFERED FRIENDLY AND EFFICIENT SERVICE TO CUSTOMERS, HANDLED CHALLENGING SITUATIONS WITH FASE
- MANAGED TEAM OF EMPLOYEES, OVERSEEING HIRING, TRAINING AND PROFESSIONAL GROWTH OF EMPLOYEES.
- EXCEEDED GOALS THROUGH EFFECTIVE TASK PRIORITIZATION AND GREAT WORK ETHIC.

SKILLS



Ref

Available upon request