



# AMRO MOHAMED

HR Coordinator

## 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

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+201060649132

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## HOBBIES

[Blogging](#)  
[Community involvement](#)  
[Photography](#)  
[Reading](#)

## 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 PRODUCTIVITY.
- 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 EASE.
- MANAGED TEAM OF EMPLOYEES, OVERSEEING HIRING, TRAINING AND PROFESSIONAL GROWTH OF EMPLOYEES.
- EXCEEDED GOALS THROUGH EFFECTIVE TASK PRIORITIZATION AND GREAT WORK ETHIC.

SKILLS

negotiation skills	75%
Internet Skills	75%
MS Excel	75%
MS Word	75%
MS PowerPoint	75%

Ref

Available upon request