



## Mahmoud abd EL- hay

Location : Cairo, Egypt .  
Education : Bachelor of Laws .  
Experience : 11 Years, 8 Months .

### CONTACT :

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Location : Giza - Haram, Egypt .  
Name : Mahmoud abd EL- hay  
Mobile Phone : ( +2 ) 01012808950 – 01148520514  
Country : Cairo, Egypt .  
Email Address : mahmouddr36@gmail.com

### PERSONAL INFORMATION :

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Date of Birth : 1 April 1988 (Age: 35) .  
Gender : Male .  
Nationality : Egypt .  
Residence Country : Giza, Egypt .  
Name in Arabic : محمود أحمد عبد الحى  
Marital Status : Married .  
Number of Children : 1  
Military service : Done .  
Experience : ( 11 Years, 8 Months ) .

### EDUCATION :

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College : Law .  
University : Helwan .  
Location : Cairo, Egypt .  
Graduation Batch : May 2009 .  
Grade : 64.33 out of 100 .



## EXPERIENCE :

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October 2022 – Until now

– Job Role: accounts and Logistics .

Company name : Ok logistic cargo international & Trading .  
Company Industry : Shipping of its main product (marble) .  
Location : Shaq El Ethaban Cairo, Egypt .  
Company field : Exporting Egyptian marble from its factory abroad .

May 2015 – August 2022

– Job Role: Human Resources department manager and accounts .

Company name : Noor East for marble and granite .  
Company Industry : Construction & Building .  
Location : Shaq El Ethaban Cairo, Egypt .  
Company field : Buying and selling marble .

July 2013 – April 2015

– Job Role: Human Resources and Recruitment .

Company name : Al Mohandes Refrigeration and Air Conditioning Company.  
Company Industry : Sales and maintenance agent for Carrier Air Conditioning Company .  
Location : Cairo, Egypt .  
Company field : sales, technical maintenance and repair.

March 2012 - November 2012

– Job Role: Sales and Customer Service.

Company name : 4 free group .  
Company Industry : restaurant management .  
Location : Cairo, Egypt .  
Company field : Managing and supporting restaurant staff .

## SKILLS :

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– Computer

Level :(excellent) .

– Communicate with people

Level : (excellent) .

– Company representation

Level : (Expert) .

## LANGUAGES :

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Arabic

Level : (Native)

English

Level : (Intermediate)



## MEMBERSHIPS :

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**Organization** : legal adviser  
**Membership/Role** : working member  
**Member since** : October 2010

## TRAINING AND CERTIFICATIONS :

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### Human Resources (study course)

**The side** : Information Authority of the Ministry of Interior .  
**Issued in** : June 2013 .  
**Date Attended** : December 2012 - June 2013 (7 Months) .  
**The result** : Passing the first and second levels .

### Human Development (study course)

**The side** : Scientific Research Center .  
**Issued in** : October 2011 .  
**Date Attended** : September 2011 - October 2011 (2 Months) .  
**The result** : Passing without a certificate .

### ICDL (Certificate)

**The side** : Helwan University .  
**Issued in** : February 2009 .  
**Date Attended** : January 2009 - February 2009 (Month) .  
**The result** : very good .

### Legal Research and Consultation Center (seminars)

**The side** : Helwan University .  
**Issued in** : November 2006 .  
**Date Attended** : November 2006 - November 2006 (one week) .  
**The result** : passed .

## Skills :

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- Effective communication skills .
- skill development .
- The ability to persuade and negotiate .
- self-development .
- Leadership and supervision skills .
- Flexibility and the ability to solve problems and make decisions .
- The ability to withstand work pressure, adapt and integrate with the work team in the spirit of teamwork and development .
- Maintenance work .
- repair of home appliances and computers .

