

# ***CURRICULUM VITAE***

## **Mohamed Refai Ibrahim**

Haddeik AlQoba – Cairo

Tel: +02/01125961118

Email: [Mohamed.reafei@outlook.com](mailto:Mohamed.reafei@outlook.com)

### **Career Objective**

Seeking for a challenging opportunity in which I can prove myself in order to reach to highest position possible, looking always to be self-promoted. Also, I am looking forward to join a company that offers me a stable and positive atmosphere, inspires me to enhance and to innovate at the work culture for the betterment of all parties.

### **Education**

- **Qualification** Bachelor of Commerce and Business Administration
- **University** The Higher Institute for Cooperative and Administrative Studies (Al-Sayeda Zainab).
- **Graduation Year** 2019

### **Courses & Certificates**

- **Professional SAP HCM Consultant (Sap Egypt Services)**
  - **General Information**
    - What is SAP
    - SAP System Navigation
  - **ASAP Methodology**
    - Project Life cycle Overview
  - **Business blueprint Gathering**
  - **HR business Localization**
  - **Organizational Management**
    - Organizational Management Overview
    - Simple Maintenance (Sap Menu)
    - Detail Maintenance PPOME
    - Organizational Management Info types 0001
  - **Personnel Administration**
    - Master Data
    - HR Company Structures (PA, OM)
    - Info types
    - Personnel Actions
    - Features
    - Integration Between PA & OM

- **Professional Human Resources International (PHRI) Workshop  
( Egyptian Business School)**

- Human Resources Management Fundamental
- Operation HR
- Talent Acquisition
- Compensation and Benefits
- Performance Management
- Organization Development
- Management For HR

## Work Experience

- ***Middle East Courier Service – Egypt***  
*Position: Data Entry Specialist + (Treasurer/ Teller)*  
*Duration: From OCT 2021 till Now*
- ***Intelligent Field Marketing (IFM) – Egypt***  
*Position: Data Entry Specialist + (HR coordinator)*  
*Duration: From OCT 2018 till Jul 2020*
- ***Manaret Alkhaleeg for employment abroad – Egypt (During Study)***  
*Position: HR recruiter (Human Resources Department)*  
*Duration: From Feb 2015 till Dec 2016*

## Languages Skills

- ***Arabic (Mother Tongue)***
- ***English (Good)***

## Interpersonal Skills

Solution finder, Planning, accepting criticism, strong communication, presentation, coordination, fast learner, self-motivated, good time management and critical thinking.

## Personal Information

Date of Birth: Sep 5th, 1997

Nationality: Egyptian

Marital Status: single

Military Service: Completed

## Reference & Certificates

Furnished Upon Request