



Mohammed Mostafa

HR MANAGER

Profile

Experienced management for more than 10 years at own business , insurance companies and educationally sector .

Employment History

- **HR Manager, Badr University in Assiout (BUA) , Assiout**

APRIL 2022 — PRESENT

All HR objective (strategy , hiring, personal ,legal ,L&D , OD , Com & Ben and payroll)

- **Administration and store manager, Cira , Assiut**

DECEMBER 2021 — MARCH 2022

Cira is a construction company and one of CIRA EDUCATION group

Responsible of all administrating objectives and the store of the site (Badr University in Assiout project site)

- **Branch manager, Chubb life insurance, Assiut**

JANUARY 2020 — NOVEMBER 2021

Responsible of oping new sales units, recruiting teams for and manage units.

Improve company and top management vision

Achieve branch target

- **Senior branch manager, Delta live insurance, Minya - Assiout - Sohag**

JANUARY 2019 — DECEMBER 2019

Responsible of oping new branches , recruiting teams for manage branches.

Improve company and top management vision

Achieve district target

- **Executive manager, Misr live insurance, Geza - Fayom - Bani Sweif - Minya -Assiout**

DECEMBER 2016 — DECEMBER 2018

Responsible of oping new branches , recruiting teams for manage branches.

Improve company and top management vision

Achieve district target

- **Unit manager, CHUBB , Assiut**

JUNE 2015 — NOVEMBER 2016

Work as unit manager at chubb life insurance company , my respectability was recruiting sales team , train them and manage the team

- **Business owner, Assiut**

OCTOBER 2012 — MAY 2015

The 3rd project (plastic factory)

Details

Assiut - CAIRO, Egypt

01090777779

middle0east0co777777@gmail.com

Skills

Creativity

Decision Making

Critical thinking and problem solving

Ability to Multitask

Leadership

Leadership Skills

Microsoft Excel

Computer Skills

Fast Learner

Ability to Work Under Pressure

Microsoft Office

Employee Recruitment & Retention

Employee Relations

Communication Skills

Languages

arabic

english

- **Business owner, Assiut**

JANUARY 2011 — MAY 2015

Open my 2ed project (food packing and retail)

- **Business owner, Assiut**

SEPTEMBER 2008 — MAY 2016

start up my own business (Flour retail)

Education

fair, Faculty of low, Assiut

SEPTEMBER 2004 — JUNE 2008

Courses

HR Diploma, HRCI by EBS

APRIL 2023 — SEPTEMBER 2023

References

MR\ Ehab Abd Elkalek from Misr live insurance

01001510966

MR\ Mahmoud Omar from Bua - Cira

01028802700

MR\ Wael Basaly from CHUBB

01227331168