



## Bassam Moen

Human Resources Assistant

<b>E-mail address:</b>	<a href="mailto:bassam.moen185@yahoo.com">bassam.moen185@yahoo.com</a>
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### Previous Experience

<b>1</b>	
<b>Establishment:</b>	<b>Captain Travel Company, Alexandria, Egypt</b>
<b>Position:</b>	Human Resources Assistant
<b>Duties:</b>	<ul style="list-style-type: none"><li>✓ Preparing or updating employment records related to hiring, transferring, promoting, and terminating.</li><li>✓ Explaining human resources policies, procedures, laws, and standards to new and existing employees.</li><li>✓ Ensuring new hire paperwork is completed and processed.</li><li>✓ Preparing personnel annual and monthly payrolls, raises, incentives and deductions.</li></ul>
<b>Period:</b>	2015 to 2020
<b>City:</b>	Alexandria, Egypt

<b>2</b>	
<b>Establishment:</b>	<b>Bin Sammar Trading and Contracting Company, KSA</b>
<b>Position:</b>	Human Resources Assistant Construction Site Administrative Supervisor
<b>Duties:</b>	<ul style="list-style-type: none"><li>✓ Preparing or updating employment records related to hiring, transferring, promoting, and terminating.</li><li>✓ Explaining human resources policies, procedures, laws, and standards to new and existing employees.</li><li>✓ Ensuring new hire paperwork is completed and processed.</li><li>✓ Preparing personnel annual and monthly payrolls, raises, incentives and deductions.</li></ul>
<b>Period:</b>	2012 to 2015
<b>City:</b>	Hail, Saudi Arabia

<b>3</b>	
<b>Establishment:</b>	<b>Emdad Al Khaleej Trading and Contracting Company, KSA</b>
<b>Position:</b>	Human Resources Assistant
<b>Duties:</b>	<ul style="list-style-type: none"><li>✓ Preparing or updating employment records related to hiring, transferring, promoting, and terminating.</li><li>✓ Explaining human resources policies, procedures, laws, and standards to new and existing employees.</li></ul>

	<ul style="list-style-type: none"> <li>✓ Ensuring new hire paperwork is completed and processed.</li> <li>✓ Preparing personnel annual and monthly payrolls, raises, incentives and deductions.</li> </ul>
<b>Period:</b>	2009 to 2011
<b>City:</b>	Riyadh, Saudi Arabia

<b>4</b>	
<b>Establishment:</b>	<b>Royal Ready Mix and Precast Construction Company, UAE</b>
<b>Position:</b>	Human Resources Assistant
	<ul style="list-style-type: none"> <li>✓ Preparing or updating employment records related to hiring, transferring, promoting, and terminating.</li> <li>✓ Explaining human resources policies, procedures, laws, and standards to new and existing employees.</li> <li>✓ Ensuring new hire paperwork is completed and processed.</li> <li>✓ Preparing personnel annual and monthly payrolls, raises, incentives and deductions.</li> </ul>
<b>Period:</b>	2007 to 2008
<b>City:</b>	Al Ain, United Arab Emirates

<b>5</b>	
<b>Establishment:</b>	<b>Medicine Store for Pharmaceutical Industries Company</b>
<b>Position:</b>	Sales Representative
<b>Duties:</b>	<ul style="list-style-type: none"> <li>✓ Selling retail products, goods and services to customers.</li> <li>✓ Working with customers to find what they want, create solutions and ensure a smooth sales process.</li> </ul>
<b>Period:</b>	2006 to 2007
<b>City:</b>	Alexandria, Egypt

### Educational Background & Qualifications

<b>Certificate</b>	<b>Institution</b>
1. Computer Science Diploma Grade: Very Good. Year: 2007	- Computer Science Higher Institute. - Faculty of Science, Alexandria University.
2. AutoCAD	- Premiere Art School.
3. Microsoft Visual Studio	- Premiere Art School.
4. Adobe Photoshop	- Premiere Art School.
5. Hardware Maintenance	- Premiere Art School.

### Personal Information

<b>Nationality:</b>	Egyptian
<b>Birth Date:</b>	March 23 <sup>rd</sup> , 1988
<b>Home Address:</b>	Ali Heiba St., Sidi Bishr, Alexandria, Egypt

### Personal Information

Available Upon Request