

Curriculum vitae

. Personal Information

- Name:** Mohamed Sayed Mohamed Aboaly
- . **Nationality:** Egyptian
- . **Date of Birth:**22/02/1989
- . **Place of Birth:** Cairo
- . **Military Status:** A final exemption from the military
- . **Religion:** Muslim
- . **Marital Status:** married
- . **Driving License:** Valid
- . **Address :**523 Zahraa Nasr City, Nasr City, Cairo, Egypt
- . **E-Mail:** aboaly.ms@gmail.com
- . **Mobile:** +201024250151

. Education

Graduated from Faculty of Law-Ain Shams University 2011

. Work experience

- HR and lawyer in Thiqa for real estate from 2019 till now.

Responsibilities, Duties & Personal Skills

1. Time attendance, pay roll
 2. All government relation.
 3. Social & medical insurance.
 4. Training (internal & external – annual ... ETC).
 5. Experience deal with GAFI
 6. Good Communication skills with the Government employees, calm, sociable, friendly.
 7. Dealing with the New Cairo City Authority
- HR admin and lawyer in international transportation asset management (ITAMSS) from 2014 till 2019.

Responsibilities, Duties & Personal Skills

- 1- Time attendance, pay roll.
- 2- All government relation.
- 3- Social & medical insurance.
- 4- Follow up cars (license – maintenance – insurance ...ETC).
- 5- Training (internal & external – annual ... ETC).

- 6- Experience deal with GAFI.
- 7- Good Communication skills with the Government employees, Calm, sociable, friendly.
- 8- Responsible for Traffic File of all the Companies (new licenses & Renewal Licenses).
- 9- Responsible for Foreign work permissions, bringing foreigners and following their status in General Authority for Investment, Ministry of Manpower and Immigration & Ministry of Foreign Affairs.

- Team leader at wasla from 2013 to 2014.
- Customer Service at Wasla [Vodafone Egypt Project] worked there from 2012.
- Customer Service at Etisal international from 2011.
- Sales in Egyption takkafal life from 2010.

. Computer Skills :

Excellent skills in Microsoft Office programs (Word - Excel – Outlook)
Excellent typing skills in Arabic & English.

. Languages :

- . Arabic : Mother tounge
- . English : very good Written & Spoken