

Curriculum Vitae

Personal Information

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Profile Summary

Dedicated and detail-oriented professional with a strong background in Human Resources and Accounting. Proven ability to manage HR functions, maintain financial records, and work collaboratively in dynamic environments. Seeking to leverage my expertise and experience to contribute to organizational success and professional growth.

Professional Experience

HR Officer, Mahfouz Pharmacies

Jan 2024 – Jul 2024

- Managed recruitment and employee records.
- Supported onboarding and HR documentation.

HR Officer, Noor Pharmacies

Aug 2024 – Dec 2024

- Handled payroll and attendance systems.
- Coordinated with departments to fulfill HR needs.

Accountant, Procurement Office

2018 – Present

- Maintained financial statements and records.
- Prepared invoices and monitored transactions.

Insurance Officer, Misr Life Insurance

3 Months

- Provided client support and processed insurance claims.

Cashier, Khalil Pharmacies

1.5 Years

- Handled daily cash transactions and customer service.

Education

Diploma in Human Resources

Bachelor of Commerce, Business Administration Department

Investment and Finance Track – Graduated in 2021

Key Skills

- Microsoft Office (Excel, Word, PowerPoint)
- Ability to work under pressure
- Strong teamwork and collaboration
- Attention to detail and accuracy

Training & Courses

- Excel Course

Languages

- Arabic: Native
- English: Fair