

# Mahmoud Ibrahim Fathy

13st Abd Alghani, Imbaba- Giza, Egypt



## Objective

Seeking a job at a reputable company where my background and my experience can be well utilized.

## Education

2016 | Bachelor of business administration – The higher institute of cooperative and managerial studies

2021| Full HR Diploma – Egy Cham

- 1- Strategic HR Management
- 2- Organizational Charts
- 3- Recruitment and Selection
- 4- Training and Development
- 5- Compensation & Benefits
- 6- Performance Management
- 7- Personnel Management& Labor Law
- 8- HRM at Strategically Level
- 9- Change Management Principles
- 10- Competency Modeling
- 11 - HRM Audit& Research
- 12 - Strikes& Conflict Management
- 13- HR Policies& Procedures
- 14 - Key Performance Indicators
- 15- Modern Trends in Personnel Management
- 16- Case Studies

## Skills

### Computer Skills:

Very Good command of using Microsoft Office programs especially (Word – Excel – Outlook – Power Point).  
Good knowledge of Surfing Internet.  
Very Good command of using Orcal System  
Very Good command of using SAP System

### Language Skills:

Native language Arabic  
Good command of both written and spoken English

### **Skills acquired:**

- Fast Learning.
- Problem solving.
- Negotiate with customers.
- Self-control.
- Work under pressure.
- Absorption anger.
- Dealing with all types of clients.
- Customer access to the highest levels of service.

## **Experience**

- **HR SR EXECUTIVE ( L&D – Performance – Recruitment – Business trips - )| ARMA Group** **2021 – now**
- **HR EXECUTIVE (Personnel ) | ARMA Group** **2018 – 2020**
- **Personnel Specialist | Engineering Company for Exhaust Systems** **2013 – 2018**
- **Payroll Specialist | Engineering Company for Exhaust Systems** **2013 – 2018**
- **HR Generalist| Engineering Company for Trading and Exhaust Systems Maintenance** **2011 – 2013**
- **HR Trainee | Engineering Company for Trading and Exhaust Systems Maintenance (After Market Services 2009 – 2011)**

## **Personal Information**

Date of Birth: 24<sup>th</sup> October 1993

Marital Status: Single

Military Status: Completed.