

Ahmed Nabil Abd El-Wadoud Mahmoud



◇ **Personal information:**

Address: 17 Zakir Hussein St, 7th District, Nasr City.

◇ **Objective:**

Interested in HR field with a solid educational background, seeking a challenge Opportunity as HR Specialist to apply my knowledge and skills to help in achieving firm performance indicators.

◇ **Training Courses:**

- HR Diploma at EgyCham (35 Hours) accredited by Ain -Shams University, SHRM and HRCI, May 2022.
- Leader preparation course in November 2017.
- Training at El-Menoufia University in September 2017.

◇ **Experiences:**

<April 2021 – Till now>

- HR Specialist Talent Acquisition, Payroll & Personnel Specialist at Al Esraa Pharma ceuticals optima.
- Monitoring the attendance and departure of employees.
- Activate attendance and Time off on ERP the system.
- Work Payroll.
- Entry and exit of insurance workers.
- Factory Treasurer & Review tax invoices.
- Company branches treasury references.
- Preparing the monthly value-added tax report.

<Junn 2018 – December 2019>

- Manager Shift El- Debesy Pharmacy.
- Work in Mesalhy pharmacies (Till April 2019).
- Training Accounts at Egyptian Agricultural Bank in August 2018.

<September 2015 – May 2018>

- Responsible volunteer at the level of the branches of the Resala Charity Association in November 2017.
- Leader Volunteer Management Resala Charity Association, Banha Branch in March 2016.

- Work in Awad-Allah pharmacies

◇ **EDUCATION:**

Bachelor of Commerce El-Menofia University, Accounting Department, May 2019.

◇ **Skills:**

Personal Skills:

- Presentation skills
- Communication skills.
- Social intelligence.
- Performance frontier.
- The ability to solve problems in a creative way.
- Ability to work within a team
- The ability to adapt to difficult circumstances.
- The necessary skills to be a responsible person.
- Continuous learning ability and internal motivation.
- Distinguished management of time and resources.

Computer & Technical Skills:

- Excellent user of windows, Word, excel, Outlook and power point.
- Professionalism at work in ERP system "Odo".

Language Skills:

- Arabic: Mother Language.
- English: very Good Command of Both Written and Spoken.

◇ **Achievements:**

- Attend Utopia Pharmacist Careers Day (18Aug 2022).
- Activation of a complete system for the HR system at ALEsraa pharma ceuticals optima company.
- Volunteer at Resala Charity Association in September 2015.
- The perfect volunteer at Resslera Charity Organization, Benha Branch 2017.
- I got third place in Karate at the Benha Youth Center 2009.

◇ **Additional Data:**

Date of birth: 19/11/1996

Marital status: Single

Military Status: Finished

◇ **References:**

- References are ready upon request.