



MOHAMED ABDEL SAMEA SAIF ELDEIN SAYED

HR & Admin Supervisor

Personal Data

D. of Birth: 23/8/1988.

Pl. of Birth: Egypt

Nationality: Egyptian.

Marital status: Married.

OBJECTIVES

To obtain a dynamic, challenging opportunity where I can best utilize my skills and education.

EDUCATION

South Valley University

social work

Education period: 2006 - 2009

Accumulation Grade: Acceptable.

Diploma in educational psychology Assiout University

WORK EXPERIENCE

Adahra Agriculture (Multinational Co.) Toshka

- HR supervisor from 26\08\2019 to 28\6\2022.
- Responsible for (Payroll – Attendance – Admin) to 350 Employees.

SUMMARY

- Payroll
- Social insurance
- HR& Admin acting as a HR&ADMIN Manager.
- Proficient user of MS office.
- Internet Skills and Windows.
- SAP user.
- ERP system user
- Sage user

SKILLS

- ✓ Decisions making
- ✓ Time management
- ✓ Communication
- ✓ Hard Working
- ✓ Teamwork
- ✓ leadership

LANGUAGES

- ✓ Arabic: Native
- ✓ English: Good

TRAINING

HR Diploma at EgyCham

Training in SAP Ariba
UAE

Aldahra Agriculture (Multinational Co.) East Owainat

- HR Coordinator & data entry (ERP system user) from 10/2010 to 01\2016.
- HR supervisor from 01\2016 to 25\08\2019.
- Responsible for (Payroll – Attendance – Admin) to 350 Employees.

REFERENCES

- References are ready upon request.