

Ahmed Mansour Ali Abdelrazeq

Human Resources Officer

I am seeking for an opportunities to join an organizations that can help me in enhancing my skills, strengthening my knowledge Along with contributing to the growth of the organization.

EDUCATION

Faculty of commerce English section

Accounting

09/2015 - 06/2019,

Degree: Good

WORK EXPERIENCE

Human Resources Officer

Emco Tech for Specialized Contracting

11/2019 - Present,
Achievements/Tasks

- Monitoring Staff Performance and Attendance. Manage and update HR databases.
- = Recruiting.
- Respond employee requests and questions.
- Assisting with payroll by providing the department with relevant Employee attendance sheet.

Cairo

Human Resources Trainee

Egypt airlines

01/2019 - 03/2019,
Achievements/Tasks

- Recruitment
- Statistics Personnel

Cairo

Human resources and logistics Trainee

Marine Logistics

08/2018 - 09/2018,
Achievements/Tasks

- Filing, Maintaining employee paperwork Warehousing
- = Loading and discharge

Damietta

SKILLS

Time management

Communication

Microsoft Office (Excel, Word, Powerpoint)

Team work

Presentation skills

MILITARY STATUS

Exempted

CERTIFICATES

Full Human Resources
Diploma (EGYCHAM)
(07/2021 - 11/2021)
Credential ID 311894

Labor law & social insurance
Workshop (leaders) (12/2020)
Credential ID 501241

Online Human Resources Certificate
(Leaders) (12/2020)
Credential ID 507685

Public Relation course (Egypt air)
Marketing course (Egypt air)
International computer driving
license

LANGUAGES

Arabic
Native or Bilingual Proficiency

English
Professional Working Proficiency

INTERESTS

Travelling

Knowing other cultures

Learning

Touring