

Mohammed Saied Saad Mohammed Soliman

2 Street El Haram El Maky, Ezbet El Nakhl, Cairo

General Information:

Career Objective:

Training Courses:

Date of Birth: June 2, 1992.

Marital Status: Single.

Military Status: Exempted.

Seeking for a competitive position that is related my qualifications; I'm hoping to join teamwork to acquire more skills and to achieve together organization's goals.

- Human Resources Management Diploma from Egycham in July, 2021.
- Business and Report Writing in Arabic and English from Global Academy for Training and Development (GA.) in June, 2019.
- Empowerment the Others from GA. at April, 2019.
- Feedback and Assertiveness from GA. in February, 2019.
- Performance Management from GA. in January, 2019.
- Problem Solving from GA. in January, 2019.
- Customer Service from GA. in December, 2018.
- Planning and Setting Goals from GA. in December, 2018.
- Communication Skills from GA. in November, 2018.
- Effective Leadership from GA. in November, 2018.
- Training for Employment from Egyptian Banking Institute in March, 2018.
- English conversation course from Berlitz from June, 2017 to June, 2018. (level 1 – 7)

Skills:

- Office skills: Excellent.
- English language: Very Good.
- Analytical and numerical skills.
- Communication and soft skills.
- Time management and scheduling tasks.
- Handle customer issues with teamwork.
- Creative and attention to details.
- Commitment and discipline.

Education:

**[September, 2010 to June, 2014] [Faculty of Commerce]
[Ain Shams University]**

- Bachelor of Arabic accounting department.
- Grade: Very Good.

Experience:

**[From June 1, 2018 to now] [Assistance HR Generalist
at Global Academy for Training and Development]:**

- Preparing employment records related to hiring, transferring, promoting, and terminating.
- Explaining human resources policies, procedures, laws, and standards to new and existing employees.
- Ensuring new hire paperwork is completed.
- Informing job applicants of job duties, responsibilities, benefits, working conditions, promotion opportunities.
- Processing all sequences of Social, Medical and life insurance for outsourcing projects.
- Calculating payroll sheets and sending a pay slip details in short messages (Odoo System).
- Overseeing hiring process, which includes coordinating job posts, reviewing resumes.
- Observe of Improving Public Services Project in Egypt (IPSP) with German Cooperation (GIZ – T&D).
- Prepare a monthly report of IPSP Project for Cairo and Monofeya Governorate.

Experience:

[From November 1, 2016 to June 1, 2018]

[Project Coordinator at Berlitz Egypt]:

- Observe of Skill for All Scholarship (SFA) for under graduated students in Cairo University.
- Prepare round schedules, formal holidays, exams days and next round registration.
- Check of materials (Books & CDs) at store and review availability times of instructors.
- Record information of participants by CRM, take customer survey and attendance of participants.
- Handle customer issues and follow up customers' requirements.
- Review cash summary every day and prepare round inquires.

[From December 1, 2014 to November 1, 2016]

[Accountant at El Farouk Company]:

- Review the cycle of financial transactions from check merchandise at stock to sell it.
- Record purchase invoices and sales.
- Follow up clients and suppliers account.
- Calculate payroll of employees every month.
- Review bank reconciliations.

[Mrs. Nermeen Nabil]

[HR Generalist]

[Global Academy for Training and Development]

Address: 93 El Hegaz Street – Heliopolis – Cairo, Egypt.

Web Site: www.globalacademy.com.eg

E-mail: nnabil@globalacademy.com.eg

Telephone: +202 277 101 35

References are available on request.

References: