



# Mohamed Makhoulf Abdullah

17 Abu Dhar Al Ghafari Street, Extension of Al Wahda, Giza

Seeking a Challenging  
Opportunity as HR Generalist

## Summary

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I am looking forward to shifting my career from accounts and returning to my career in human resource management as I was at the beginning of my career.

Obtaining a diploma in human resources with a certificate accredited by Egycam, Ain Shams University and the American Institute HRCI.

I have to update and renew this science and turn my passion into a real product that positively productively returns to my work, and myself by acquiring experiences and knowledge in addition to my previous experience in the profession.

I am also looking forward to obtaining an English language diploma after completing the first diploma. And realizing my dream of getting a master's in business administration very soon.

## Work experience

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### Financial Accountant

Jan. 2018 - present

Cougar for Readymade Garments Company, Cairo, EG

Preparing journal entry. Preparing

general ledger. Internal financial

audit.

Preparing monthly and annually financial reports.

### Financial Accountant

Oct. 2017 - Jan. 2018

Al Andalus Glass Accessories, Cairo, EG

Preparing journal entry. Preparing

general ledger. Internal financial

audit.

Preparing monthly and annually financial reports.

### HR personnel and recruit specialist

Jun. 2013 - Aug. 2017

Misr Trading Establishment for Food Supplies, Cairo, EG

Personnel functions, insurances, employment and direct dealing with the Labor and Insurance Office and the Occupational Safety and Health Office.

Conducting initial interviews with job candidates.

Follow up the recruitment process for new employees and prepare the work contract for all employees. Follow-up

work for all employee vacations and permissions.

Develop a solution to all problems related to employees in terms of salary delays, attendance and monthly leave. Preparing employee letters.

## Training Courses

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Human Resource Management Diploma at Egycham (HRCI)® by (130 Hours) May.2021 - Sep.2021 [Certified by Egycham, Ain Shams University and HRCI](#)

Human Resource Management Diploma at Egycham (HRCI) ® (Professional & Advanced Track)

Communication Skills by (25 Hours)

May. 2018 - June.2018

Internal Training

Communication skills, Organization Behaviour and Problem Solving

Professional Accountant Course by (35 Hours)

Feb. 2018 - Apr. 2018

ICI Center

## Education

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Bachelor of Commerce, Ain Shams University, Business Administration Department, June 2011

Sep. 2007 - Ju. 2011

The Workers University is accredited by Ain Shams University

Bachelor's Degree of Business Administration: Grade, good

## Computer Skills

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Microsoft Office



(Word, Excel, Visio, PowerPoint, Outlook)

ERP System



Email



(Mail merge, filters, folders, rules)

## Languages Skills

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Arabic



Reading, Writing

English



Reading, Writing and Listening

## Personal Skills

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Communication Skills



- People-Oriented.
- Good communication -written and oral skills.
- Excellent conceptual and analytical skills.
- Complex problem solver.
- Effective interpersonal skills.
- Public Speaking.
- Decision Making. Management.
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## Additional Data

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Date of Birth: 06 Jan.1990

Military Status: Finished

Marital Status: Married Car

License: Valid Jun.2025

## References Request

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References are Ready Upon Request