

# AMMAR ESSAM ELDIN SALAH MOHAMED

## (HR OFFICER)



### Work Experience:

Administrative Officer at جمعية أم المؤمنين للإسكان

From: June 2016 – Present

Present Responsible

for:

- 1- Coordinating office activities and operations to secure efficiency and compliance to company policies.
- 2- Supervising administrative staff and dividing responsibilities to ensure performance.
- 3- Keep stock of office supplies and place orders when necessary.
- 4- Answer phone calls
- 5- Attendance System
- 6- Solve IT short problems, Printers, Emails, Server, Domain
- 7- Document Organization and all Company Document Renewals
- 8- HR's Interviews Organization
- 9- Follow-up all kind of vacation and review annual balance

### Education:

- 1- Faculty of Law in Helwan University (Class of 2016) (Accumulative grade: Overall estimate of acceptable)
- 2- Diploma accredited by HRCI Institute in Egy-Cham (From August 2020)
  - Professional Track (Passed by Excellent Degree, Score 92.5%)
  - Advanced Track (In Process)

### Skills:

- 1- Ability to work individually and with cooperative team.
- 2- Creative, self-motivated, reliable and dynamic.
- 3- Additionally: Computer Skill - Operations Management - Event Planning - Performance Management – Recruiting - Operations Management - Legal Writing - Team Leadership.

### Training:

- 1- HR Planning Workshop at Egy-Cham (Aug -2020)
- 2- Recruitment and Selection Workshop at Egy-Cham (Sep-2020)
- 3- Payroll Workshop at Egy-Cham (October-2020)

### ADDRESS:

Egypt, Cairo.  
Triumph Square,  
ElNozha, Heliopolis.

Nationality: Egyptian

Gender: Male

birthday: 4-11-1993

Status: Single

Military Service:  
Finished

### Language:

Arabic: 100%

English: 85%

French: 65%

### Career Objective:

Working hard with full determination and dedication to achieve organizational objective as well as personal goals.