

Mahmoud AbdelRady Ibrahim Ahmed

20 Mustafa Elbaradei St. El-Nozha, Cairo, Egypt

Summary

A recent graduate in Human Resource Management, looking for an Entry Level Human Resource position to utilize high-level communication skills, leadership abilities, clerical skills, and knowledge of the domain.

Education



Helwan University Cairo

Bachelor's degree, Social Work

2015 – 2019

Certifications



Human Resources Management Diploma – EgyCham

35 Credit hour's accredited by Ain-Shams University and HRCI.

Experience



HR Generalist

El-Mustafa Company for Import and Export

Dec 2020 - till present

- **CV Screening and filtering CV.**
- **Interviewing the applicants and choose the candidates who meets job competencies.**
- **Job posting over the company recruitment channels.**
- **Responsible for update and maintain job descriptions.**
- **Responsible for new hires insurance forms and Staff Ids.**
- **Responsible for add, update and maintain HR Database.**
- **Responsible for some Com&Ben activities.**



Lifeguard

Wadi Degla Clubs Company S.A.E.

Apr 2019 - Oct 2019 (7 months)



Swimming Trainer

El-Shams Sporting Club

May 2015 - Dec 2018 (3 years 8 months)

Projects Coordinator

Saudi German Hospitals

May 2014 - Feb 2015 (10 months)

Skills

- **People oriented • Process oriented • Numbers oriented.**
- **Can work under pressure.**
- **Leadership Skills.**
- **Time Management Skills.**
- **Microsoft Office (Excel, outlook, Office).**
- **Sports • Pools • First Aid • Rescue • Swimmer • Water Rescue • Water Safe**

References

Upon request.