

**Mohamed Ahmed El-Shazly**  
**39 Mohamed El-Makarif St., Nasr City**  
**Cairo, Egypt**

## **Objective**

Seeking a challenging opportunity in a multinational company or a reputable Company that Provides high level of professional work experience and add Values to my Professional work experience.

## **CORE QUALIFICATIONS**

- Communicating well with others
- Strong time-management skills
- Good judgment and decision-making skills

## **EDUCATION**

Faculty of Commerce, New Cairo Academy, Cairo, Egypt (2007-2011)

## **WORK EXPERIENCE**

- 1- HR Specialist (Kabanni Furniture Company): October 2017 – Present**
  - Compensations & Benefits (Payroll, Medical, Employees services etc...)
  - Recruitment & Selection.
  - Personnel Management (Social Insurance )
  - Daily Tasks Organizing and planning
  - Employees Data Entry.
  - Reports.( Resigns , Turn over, Recruitment)
  
- 2- Ground Handling Agent at Link Aero Trading Agency: October 2016 – May 2017**
  - Cabin service.
  - Catering.
  - Ramp service.
  - Field operation service.
  - Reports(Departures and arrivals for the Trips, Crew Data)
  
- 3- B HR Admin at Pact Real Estate: April 2015 – October 2016**

- Create and publish job ads.
- Screen CVs and job applications.
- Conduct initial phone screens to create shortlists of qualified candidates
- Interview candidates in-person for a wide range of roles.
- Use data and statistics to make informed decisions that solve Team problems.
- Researching new opportunities in how the company can find and attract better candidates
- Use data and statistics to make informed decisions that solve Team problems.

**4- Accountant at B2B shipping service company: February 2012 – March 2015**

- Collecting, counting, disbursing money, running basic bookkeeping, completing banking transactions
- Computing, recording, checking data of records or reports

### **LANGUAGE PROFICIENCY**

Arabic: Native language

English: Good

French: Fair

### **COURSES & TRAINING**

Certified ICDL course: Egyptian Red Crescent

AUC English till Level 3

The British Council English till Level 6

Learning HR Diploma at EGY CHAM

### **Personal Information:**

Date of Birth: 01-Feb-1990

Military Status: Exempted

Status: Single

### **HOBBIES & INTERESTS**

Playing football, gym, swimming, reading history books, tennis, diving