

# Curriculum Vitae

## Personal Data



**Name** : AbdelAziz Hassan Ibrahim Ahmed  
**Nationality** : Egyptian  
**Address** : 13 Anwar El-Jazzar Street from Teraa Zanin Street - Bulaq

## Career

• I am seeking employment in your Enterprise as a Human Resources supervisor. I feel that my education, and experiences will enable me to the advancement of both myself and your honorable Enterprise.

## Education

Bachelor of commerce, Helwan university, Accounting department, May-2013.

## Experience

• Working as senior HR personnel specialist at IMI company from Aug-

2016 till now. My Responsibility

- Update HC for company
- Responsibility for social insurance team.
- Prepare Form 2.
- Responsibility for medical and life insurance team
- prepare time sheets
- prepare payroll sheets

- Worked as call center representative at Orange from March-2015 to July-2016.
- Worked as restaurant manager at Larose restaurant company from 2011 to 2014.

### Training

- Human resource management diploma at Egycham.
- English course from Global Education International.
- ICDL course at Helwan university.

### Skills

- Excellent at Microsoft office
- Mother language Arabic
- Very good in English written & spoken
- Teamwork spirit and cooperation
- Presentation skills
- Handling skills
- Hard worker under stress.
- Good Communication Skills.
- Self-motivated.
- Good Communication, Presentation, and Leadership skills.
- Self-Planning and Time Management.
- Ability to face & Solve problems.

### Additional data

Date of birth:

01/12/1992 Military

status: Finished

Marital status: single

### References

References are ready upon request.