

Mahmoud Adel Mohamed Sami

Address : 2 Rasheed St – Heliopolis – Cairo – Egypt



- **Objective :**

- Seeking a job opportunity as **Human resource specialist**

- **Education :**

- faculty of law , Ain shams University , Law department , May 2017

- **Experiences :**

- **3 Years experience as HR Specialist at elzenouki group from march 2020 till Now**

- Coordinated and orientation program for all new employees. including an introduction to organization, staff and employee rules and responsibilities
- Assisted in new hire orientation
- Worked with department manager to fill internal positions
- Worked with department managers update job descriptions and position requirements
- Worked with managers to determine and screen applicants
- Worked with recruitment agencies to find ideal contractor candidates

- administer all staffing initiatives and employee relation such as identifying understaffing, handling conflicts, and coordinating staff termination decisions
- Adjust and correct payroll and employee information as needed
- Enter new hires, transfer and termination data into the HR Management system
- Ending all social insurance procedures for employees
- **2 Years experience as Inquiries officer at M.S Company from November 2017 till February 2020**
- I'm Responsible for Loans Section for NBE Bank in This Company at the Same Time I'm Responsible for Inquiries Section for Mortgage Finance Fund
- Training Course :
 - Human resources management diploma at Egycham (36 Hours) accredited by Ain shams university and HRCI .
 - English course at Harvest British College .
 - Human Resource Certificate at Resala Association .
 - Computer Course at Ain Shams University (Microsoft windows - Microsoft word) .

- **Skills :**

- **Computer :** **Windows : Excellent**
 Microsoft office : Good

- **Language :** **Arabic : Native**
 English : Good

- **Personal skills :**

- Active
- Hard worker
- Creativity
- Quick Learn
- Teamwork
- Time Management
- Multi-tasking
- people oriented

- **Personal Data :**

- **Date of Birth :** 30/5/1995
- **Military status :** Temporary exemption
- **Marital status :** Single

) References available upon request (