

Mahmoud Ahmed Elhawary

Elkhanka, Qalyubia , Egypt

Objective

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

CORE QUALIFICATIONS

- Problem Solving
- Communicating well with others
- Strong time-management skills
- Good judgment and decision-making skills
- data analysis
- very good in Microsoft Office & Excellent excel

EDUCATION

University Qualification: Faculty of Commerce and Business Administration

University: Helwan University

Graduation Year: May 2014

WORK EXPERIENCE

1- Company: (Carta misr Company For the paper industry)

Position: Senior HR Generalist

Duration: from 6/2019 – to Present

Duties and Responsibilities:

- Organizational Development(ORG CHART ,J.D)
- Compensations & Benefits (Payroll, Medical, Employees services etc...)
- Recruitment & Selection.
- Personnel Management (Social Insurance)
- Daily Tasks Organizing and planning
- Reports.(Resigns , Turn over, Recruitment)

2- Company: (EG-PAPER Company For the paper industry)

Position: HR Generalist

Duration: from 5/2015 – to 6/2019

Duties and Responsibilities:

- **Personnel Management (Social Insurance , payroll)**
- **Organizational Development(ORG CHART , J.D)**
- **Compensations & Benefits (Medical care, Employees services etc...).**
- **Employees Data Entry.**

LANGUAGE PROFICIENCY

Arabic: Native language

English: Good

COURSES & TRAINING

HR Diploma(HRCI) at EGY CHAM

HR COURSES at EGY CHAM

HR advanced Course at EGY CHAM

Certified HR at Edrak

Course English till Level 5 at Agyal

Personal Information:

Date of Birth: 21-oct-1989

Military Status: Exempted

Status: Married

HOBBIES & INTERESTS:

Playing football, gym, swimming, reading books