

# **Khaled Ibrahim Hamed El Moughazy**

**29 St Hassan El Maamoun – Nasr City – Cairo,**



## **● Objectives:**

- **Seeking an opportunity in the field of Human Resources.**

## **● Education:**

- **Bachelor of Management Information Systems, ModernAcademy Maadi, English Division 2013.**

## **● Job Experience:**

- **Operation Manager at CairoCart.com (2020 – 2021).**
  - Responsible for Recruitment, Attendance, Arrange shipping movement.
- **HR Generalist at Jozoor Misr Real estate (2019 – 2020).**
  - Responsible for Recruitment, Attendance.
- **HR Specialist at Union Petroleum services & contracting (2014-2019).**
  - Responsible for everything related to staff such that , Attendance, Overtime, Medical Insurance, Insurance, living, Employee's data (papers,ID...).
- **Sites Supervisor at Union Petroleum services & contracting (2012-2013).**
  - Responsible for observing employees working hours, attendance and project achievements.
- **Customer Service at NetOne for internationals calls (2011-2012).**

## **● Courses:**

- **HR Diploma:** Human Resources Management Diploma at EGYCHAM 2021
- **OSHA:** Occupational Safety and Health Administration 2019
- **PFA:** Professional Financial Accountant 2018
- **ICDL:** INTERNATIONAL COMPUTER DRIVING LICENSE 2010

## ● **Computer skills:**

- **MS Windows:** All versions of Microsoft Windows.
- **MS Office:** All versions of Microsoft Office (Word – excel).
- **Internet:** Searching & Surfing.

## ● **Language Skills:**

- **Arabic:** Mother Tongue.
- **English:** Second language.

## ● **Personal Skills:**

- **Always try to make tasks done accurately without any laziness.**
- **Ability to work in-group or individually "according to the job requirements".**
- **Ability to meet deadlines successfully and maintaining the quality of work.**
- **Self-motivated and ambitious.**
- **Highly effective communications skills.**
- **Work under stress.**
- **Ready to acquire new skills and looking forward to learn more.**
- **Ability to travel when it's required.**

## ● **Personal Data:**

- **Date of Birth:** 23/7/1990
- **Place of Birth:** Cairo
- **Nationality:** Egyptian
- **Marital Status:** Single
- **Military Status:** Exemption
- **Private driving license with own car.**

## ● **Interesting:**

- **Reading.**
- **Writing.**
- **Making Friendships.**
- **Football.**
- **Traveling.**
- **Driving.**