



## GENERAL INFO

---

Full Name: Mustafa Mohamed Khamis  
Date of Birth: 10<sup>th</sup> Of September 1996  
Nationality: Egypt  
Marital Status: Single  
Location: Alf maskan, Cairo, Egypt

## Career Objective

Seeking A challenge opportunity to be a human Resources Manager to reach the Organization Goals

## PROFESSIONAL EXPERIENCE

---

Oct 2021 to Present  
(1 month)

### **Hr. Specialist at EgyCham**

**Management reference & Guru for business communities in the Middle East & Africa.**

Cairo, Egypt

Industry: Management Consulting. Company Size: 501-1000 employees

Human Resources specialist and co-trainer

- Sharing Advertising on social Media Groups (Head Hunting ) Linked .Facebook
- Making Filtration for Shortlisted Cv
- Making Rules for The Companies and Putting regulations
- Meeting the customers at their premises.
- Preparing the Co-trainer Lecture With Doctor Ahmed El Sayed
- Singing the Assignments With the students and Putting the Dead line for The projects
- Working on Visio Application and Making restructuring Rules for Each Company referring to the Egyptian Labor Law.

Feb 2021 to October 2021  
(8 months)

### **Human Resources Specialist at Embrator**

Cairo, Egypt

Industry: Textile and Clothing. Company Size: More than 1000 employees

- **Design and update job description.**
- **Craft recruiting emails to attract passive candidates**
- **Screen incoming resumes and application form**
- **Provide shortlisted of qualified candidates to hiring managers**
- **Prepare and distribute assignments and numerical, language and logical reasoning test**
- **Sources professional candidates from various online channels and professional platform like stack overflow**

- **Blue cooler.**
- **White cooler.**

Feb 2020 to Sep 2020  
(7 months)

#### **Personal Trainer - Fitness Center at Weider gym**

Trained client's in the gym And making good rapport

- Personal Training for clients.
- Conduct fitness assessments.
- Arrive at least 10 minutes prior to scheduled appointment.
- Attend all monthly mandatory meetings and semester trainings.
- Develop and present fitness and wellness related workshops.
- Perform opening/closing procedures of the fitness floor and cardio areas.

Ability to modify exercises pertaining to the different fitness levels of all clients

## **EDUCATION**

---

2015 - 2019	<b>Business administration in Management</b> Modern University for Technology and Information (MTI), Egypt Studied Subjects: Management
2015 - 2019	<b>Bachelor's Degree in Management</b> University of Wales, United Kingdom
2015	<b>American diploma</b> American Diploma, Egypt

## **ACHIEVEMENTS**

---

Fundamentals of human resources management certificate from CIPD

Customer service foundations from linked learning I got this course from a consultant is called Jeff toaster I have learned how to handle customers over the phone and built a good rapport

Cft course in personal training I have learned in this course how to be a successful personal trainer and I have studied human anatomy and physiology

Cpr Egyptian red crescent I have learned how to save lives of other people in hard situation.

## **CERTIFICATES AND TRAININGS**

---

Aug 2021	<b>Human Resources diploma</b> Under preparation (60) hours From EgyCham Accredited from Ain shams university And HRCI Institute
----------	--

Oct 2020

**Customer service foundations** (Score: 70 out of 100)

I have learned from this certification how to build a good rapport with customers and exceed the customer expectations And solve the problem for each customer

Sep 2020

**American council on exercise (Ace)** at American council on exercise

American council on exercise certificate how to be a successful personal trainer

Apr 2020

**Fundamentals of human resources CIPD** (Score: .. out of ...) Compensation and incentives for the employees

Sep 2019

**Cft certificate for personal training** (Score: 70 out of 100)

I learned how to help people inside the gym to do the right exercise inside the gym

## LANGUAGES

---

- English: Fluent.
- German: Basic.

## SKILLS

---

- Intermediate in Microsoft Office, Good leader and enthusiastic person, Human Resources (HR), Problem Solving, Training, Recruitment, Communication and Time Management.