

Name Moataz Mohammed Badawy Mahmoud



Address 104 Mohammed Ismail Street Dar AL Salaam

(Cairo)

Objective Is seeking for a Challenging Opportunity, as HR Specialist, HR Generalist HR Coordinator, HR Recruiter, starting a new life career in a human recourses

Education

Bachelor of Laws (LLB) from Cairo University in

2017 Cumulative estimation (good)

Experiences

- 6 years of experiences in mazaya company for fragrances and gifts in sales department as a senior sales from (1-1-2016 till now) , where I make transfers to the other branches , receive the goods from the inventory , and another some administrative tasks within the branch
- I have also worked in the same company that mentioned up above from(1-1- 2014 till 1-1-2016) as a sales representative , where I worked on achieving the require target , and market the products in the required method
- One year of experience in ragab sons market from (1-1-2012 till 1-1-2013) as a cashier, where I have responsible for the cash area and Accounting for bills

Key achievements

- **Business achievements**

the highest sales in the company in 2015, adding new ideas to work by distinguishing the permanent customers by giving them special discounts and valuable gifts , which led to a significant increase in sales , suggested to replace the loyalty card system by instant discount because it'll attract the customers more than the cash back system and most of them prefer to get the instant discount

- **Personal achievements**

volunteering at Resala association for charity , member in the students union in the faculty , i was among the team working at the university theater , participating in project of preparing the lawyer of the future , attended the qualification conference for judicial position in the conference hall at Cairo university

Training and courses

- Human resources diploma 72 training hours from Egyptian chamber of commerce (EGYCHAM) , accredited by ain shams university and HRCI with grad (excellent)
- A certificate of completion Herby granted 35 HRCI credit Hours (HR General)
- The Human resources diploma from Egyptian chamber of commerce (EGYCHAM) , accredited by ain shams university and HRCI the full diploma , (the advanced track) (in progress)
- ICDL diploma from YAT learning center 70 training hours accredited by YAT learning center and Microsoft
- English language course from faculty of computer and information 35 training hours in Cairo university , which including conversation writing and listening
- English language course form not courses academy 72 training hours which including conversation writing and listening

Skills

- **Computer skills**
excellent at word
excellent at Excel
very good at
windows
good at power point , access
- **Language skills**
Arabic is my mother tongue
English fluent
- **Personal skills**
communication
skills problem
solving
collaboration skills
innovation skills

Additional data

date of birth 5-5-

1994 **marital status**

single **military status**

exempted

References

references are ready upon request