

Holds a B. Sc. in Commerce (Accounting) and has over 11 years hands-on experience, including 7 years working as Admin and Personnel Specialist.

## PERSONAL DATA

Nationality : Egyptian  
Birth Date : 25/02/1983  
Gender : Male  
Marital Status : Married  
Residence : Qalubia

## EDUCATION

: B. Sc. in Commerce (Accounting), Ain Shams University, 2005

## LANGUAGES

Arabic : Native Language  
English : Good

## COMPUTER SKILLS

: Windows, MS Office (Word, Excel, Power Point), Internet

## TRAINING COURSES AND CERTIFICATIONS

: Human Resources Diploma, HPA Training Center – Cairo, Egypt (2015).  
: Civil defense course.  
: Certified Internal Auditor.  
: International Computer Driving License (ICDL).

## CHRONOLOGICAL EXPERIENCE RECORD

**Dates** : From Apr. 2010 till now  
**Employer** : El-Ofoq for Trading and Contracting  
**Job title** : Admin and Personnel Specialist  
**Job Description** :

- Responsible for all employees benefits and allowances.
- Liaise between the employees and service providers.
- Responsible for the payroll entries.
- Responsible for social security calculation.
- Liaise between the company and governmental labor offices.
- Follow up on procurement process; i.e.: delivery, payment, maintenance.

- Keep close supervision on blue collar employees.
- Keep track of all admin activities.
- Manage employees files and confidential data.

**Dates** : From Nov. 2009 till Apr. 2010  
**Employer** : Mo'men Group  
**Job title** : Data Entry  
**Job Description** : Responsible for the data entry of sales invoices and coordinate between sales and financial management.

**Dates** : From May 2009 till Nov. 2009  
**Employer** : Teeba Company  
**Job title** : Sales Representative  
**Job Description** : Responsible for the sales activities at the areas of central Cairo and Al-Maadi.

**Dates** : From Mar. 2006 till Nov. 2008  
**Employer** : Egyptian Company for knitting  
**Job title** : Production Management Specialist  
**Job Description** :

- Member of production management team of the factory.
- Control and monitor the stores and production halls.
- Coordinate between the departments of customer service, production, stores.
- Committee member of receiving production supplies.