

Has about 8 years experience working in HR and administration.

PERSONAL DATA

Nationality : Egyptian
Birth Date : 16/06/1989
Gender : Male
Marital Status : Married
Residence : Cairo

EDUCATION

: Diploma from Commercial Technical Institute, 2008

LANGUAGES

Arabic : Native Language
English : Good

COMPUTER SKILLS

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

TRAINING COURSES AND CERTIFICATIONS

: ICDL course.

CHRONOLOGICAL EXPERIENCE RECORD

Dates : From 2016 till 2017
Employer : APEX for Trading and Industrial Services
Job titles : HR Specialist / Purchasing Specialist

Dates : From 2014 till 2016
Employer : Chestnut Technologies
Job title : Administrative Assistant

Dates : From 2011 till 2014
Employer : Hindawi Publishing Corporation
Job title : Administrative Assistant & HR Specialist

Dates : From 2010 till 2011
Employer : ECEI Engineering Co.
Job title : Public Relations Representative & Assistant