

Personal information



Name: Ahmed Mohamed Awad
Nationality: Egyptian
Gender: Male
Marital status: MARRIED
Military Status: Finished
Date of Birth: 10/09/1976
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EDUCATION: BACHELOR OF COMMERCE SINCE 98

PERSONAL SKILLS

I have the ability to Learn new task quickly and to work under pressure.

I have the ability to work individually and as an effective team member.

I have the ability to communicate efficiently with People of different backgrounds.

EXPERIENCE

- 1- 2 YEARS AS **FINANCIAL CONTROLLER** AND ADMINISTRATIVE AFFAIRS IN HOTELL 3 stars (8/ 20009/ 2002).
- 2- 6 YEARS AS **ACCOUNTANT AND PURCHASES** IN SAUDI AREBIA IN ADDAWLIAH GROUP FOR CONTRACTING, CAR SERVICE, SALL, INDUSTRIAL TOOLS ELC , BUILDING, PAINTS, SAFETY SUPPLIES, BELTS, SCREWS & REAL ESTATE MANAGEMENT. PREVIOUS EXPERIENCE TRADING STOCKS IN SAUDI ARABIA (11/ 20027/2008).
- 3- WORKING IN AL AHLIA RESTAURANTS CO. Head Office (**AMERICANA** GROUP restaurant's) AS **HR SUPERVISOR** IN Human Resources section FROM (7/2009 ...)also I have a certificate (CMA part1)from an educational center in Riyadh, I have Experience in the below:
 - Experience in HR Operations & Payroll department & benefits, incentives, leave entitlements, end of service and booking of flights and hotels.

- Experience in management of the company's gosi & Muqem & chamber of commerce & Mudad & qiwa & Moden & tamheer & naqel and salamah & balady to issue and renew licenses & QR code .
- Experience in Medical insurance and Medical clinics and issuing and renewing municipal cards.

SKILLS

- Capable of working in a teamwork environment.
- Excellent communication skills.
- Work under the pressure of the job.
- The ability to lead the team.
- Knowledge of labor law office.
- Advanced reporting skills.
- Attention to detail and problem-solving skills.
- management skills and the ability to prioritize work.

COMPUTER SKILLS

- Proficiency in MS Office (Win; Word, Excel; power point and Visual Basic).
- Certified as (MCP) from Microsoft Company.
- Internet (researching useful information and data).
- Ability to work on accounting software programs.

LANGUAGES

- Arabic: Mother tongue
- English: Excellent spoken and written.

REFERENCE

References are available upon request.

It's Great Honor to join your successful teamwork''