

Mahmoud Abdalaziz

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Education:

Bachelor of Agricultural Sciences (2023)

Faculty of Agriculture - Beni Suf University

Work:

IBS Group (Emtyiaz co.)

Aug 2023 – Until Now

HR Coordinator

- Provide support to employees.
- Event planning and management.
- Add fun to work.
- Follow up with the company's purchasing department.
- Provide a comfortable working environment.
- Helping employees relieve their work pressure.
- Responsible for social media platforms.

Life Makers Foundation Beni Suf

Sep 2022 – May 2023

Operation coordinator

- Follow up on all projects operating in the governorate.
- Provide technical support for the project's teams, including facilitation of meetings, trainings, and one-to-one mentoring sessions.
- Supervising the effective completion of project activities, ensuring they are completed on schedule and within the predetermined budget and schedule.
- Conducting field visits as needed to gather data, assess progress, ensure quality, address issues, and stay abreast of field conditions.

BSS Group

May 2021 – July 2022

HR Coordinator

- Cares for the psychological health of employees, provides a comfortable and enjoyable workspace, holds celebrations for occasions, and organizes educational and recreational events.

I maintained regular contact with over 150 company employees to assess their mental health, foster their motivation, and reduce work-related pressure by evaluating their happiness and satisfaction metrics and comprehending their motivational factors to optimize productivity.

Book Suf

2020 - 2021

Salesman and Social Media Marketing

- Providing assistance and recommendations to customers in selecting suitable books based on their interests and reading needs.
- Generating engaging and creative content such as images, videos, and articles that effectively target the location's audience.
- Interacting with followers and fans on social media platforms by responding to comments and messages, encouraging interaction, and fostering sharing.

Metro Co-Working Space

2019 -2020

SBU Manager

- Responsible for agreeing on educational courses with the trainer and coordinating appointments between the trainer and the trainee. (22 Training Courses - 30 Workshops - Collaborated with 40 trainers in Many fields - More than 450 Students Benefited).

Volunteer:

Life Maker Foundation

2022 - 2023

- Intern as a Field Coordinator at the "Rezk Halal" project in all Governments (2023).
- Led the team responsible for the "Rezk Halal" Project in Beni Suef (Complete and follow up on **30 projects** in addition to following up on **20** previously implemented projects 2022,2023).
- Led the team responsible for the Ramadan fundraising campaign Beni Suef (2023).
- Volunteer for Case Management and Basic Needs.
- Volunteer as a mentor in the "Qudwa" Project (2024).

Resala Organization Charity

2017-2023

- Team Leader of "Clothing Exhibition Activity" (150 Charity Clothes Fairs ,2023)
- Leader of "Annual Clothing drive Event"
(helping over 2000 Families with over 20000 clothing items, Ramadan 2019)
- Volunteer Management in Beni Suef Branch (2020).
- Participation in more than 30 charitable convoys in many governorates (2017-2021).

Enactus New Beni Suef

2020-2022

- Project Management Team (2020,2021).
- Funding Team (2022).

IEEE Beni Suf Branch**2020-2022**

- Led the team responsible for Logistics (2020,2021,2022).

FAO Model Beni Suf University**2022**

- Vice Head PR Team (2022).
 - Presenter of the FAO opening at Beni Suf University Theater.
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Courses:

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|-----------------------------------|---|
| -HR Course: HR Solutions Egypt | - Event Management: Yanfaa Academy |
| -Time Management: Yanfaa Academy | - Communication at Hard Times: Yanfaa Academy |
| -Motivating Your Team: Entlaqa Co | - Building Better Teams: Entlaqa Co. |

Language:

- Arabic: Native language
- English: B1

Skills:

- Leadership
- Problem Solving
- Strategic Planning
- Teamwork
- Time Management and Task Coordination
- Effective Communication
- Flexibility and Adaptability

Hobbies:

- Travel
- Graphic Design
- Video Editing