



# ABDALLAH ABDELRAZIK

Human Resources

He/Him

**Address:** Mit Qadous village, Abu Al-Namras Center, Giza

**Phone:** +201115129758 | +201055397098

**Email:** asdhasd55@hotmail.com

**Date of birth:** 01/03/1998

## Professional Summary

A recent graduate of Cairo University with a Bachelor of Commerce in Human Resources. Possesses hands-on experience in collections, hospitality, and inventory management. A motivated individual with excellent communication, leadership, and problem-solving skills, eager to apply knowledge and skills to contribute to a dynamic organization.

## Education & Experience

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**2018**     **Bachelor of Commerce, Cairo University**

**2025**     Department: Business Administration, Human  
Resources Specialization

**Graduation Date:** June 30, 2025

**Grade:** Acceptable

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**2020**    Storekeeper

**2021**    **Al-Kharafi International Company**

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**2021**    Host

**2022**    **Al-Massa Hotel**

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**2022**    Collection

**2023**    **Mashreq Bank**

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**2025**    Recruitment, Recruitment and Selection Officer

**First Link Collection Company**

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## **Skills & Abilities**

### **Languages:**

Arabic (Mother tongue)

English (Basics)

### **Computer Skills:**

Very good at using office programs

### **Personal Skills:**

Multitasking with the ability to meet deadlines

Leadership skills

Excellent communication skills

Good team building skills

Negotiation skills

Problem solving

## Certificates & Interests

### Certificates:

Google Digital Marketing Skills Certificate