

# Mostafa Mohamed Basuoni

## Contact:

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## Summary:

**HR Specialist** with a certified HR Diploma from the Ministry of Social Solidarity and a growing track record in HR-related functions. Combining solid knowledge of HR principles with hands-on experience in Recruitment.

## Education:

### Bachelor of Management Information Systems | Future Academy

Graduated in 2022 | Grade: Pass (C+)

## Experience:

### Resources One | HR Recruitment

January 2025 – Present

- Gained practical exposure to onboarding procedures
- Screening CVs for open positions.
- Create a job Description
- Interviews with a client
- Contributed to maintaining employee records and updating HR databases.

### DAR EL MAHFOZAT | Digital Specialist

April 2024 – January 2025

- Contributing to internal communication strategies and improving information flow.
- Utilizing digital organization skills to manage and classify data efficiently.

## **EL WESAM TARGET | Sales**

February 2020 – January 2023

- Built strong customer relationships by understanding their needs.
- Developed persuasion and negotiation skills to achieve and exceed sales targets.
- provided satisfactory solutions to maintain customer loyalty.

## **Training Courses & Certifications:**

### **Human Resources Diploma (Diploma-HR) | Aliens Training Center**

Accredited by the Ministry of Social Solidarity

HR management principles, recruitment, employee relations, appraisal, and labor law.

### **Database Course | Provided by Microsoft**

- Creating and Designing a Database
- Acquired fundamental skills in database handling and applications.

## **Skills:**

### **Technical Skills:**

- Recruitment and selection fundamentals
- Create a job Title
- Employee relations principles
- Confidential information handling
- Microsoft Office Suite (Word, Excel)
- Basic database management

### **Soft Skills:**

- Communication and interpersonal skills
- Problem-solving and decision-making
- time management
- Attention to detail

## **Languages:**

English: B1+