



# Mohamed samy

HR Coordinator  
Sales | 3 Years

## About Me

"Motivated and detail-oriented professional transitioning into Human Resources, with 3 years of proven experience in sales. Skilled in communication, negotiation, and relationship management, with strong time management and teamwork abilities. Eager to apply transferable skills to recruitment, employee relations, and HR operations while continuously developing HR expertise."

## Skills

- Recruitment & Selection (Entry Level)
- Employee Relations (Entry Level)
- Communication & Negotiation
- Relationship Management
- Time Management & Punctuality
- Teamwork & Collaboration
- Microsoft Office (Word, Excel, PowerPoint)

## Language

- Arabic
- English ( good )

## Contact

📞 01112689331

✉️ Msamysultan@gmail.com

📍 El-Matarya - Cairo

## Experience

**ORANGESQUARE ( CLASSIC WEAR) – SALES**

**2021 – 2023**

**Aug 2025 – now**

- Developed strong communication, negotiation, and training skills while building customer relationships, gaining transferable experience relevant to Human Resources.

**CAZALETI ( FURNITURE)- SALES**

**Apr 2025 – Aug 2025**

- Gained experience in understanding customer needs, handling complaints, and building trust – skills directly applicable to employee relations in HR.

## Education

- 2025 – NOW | Human Resources Management Diploma (In Progress)
- 2018 – 2022 | Bachelor of law – Helwan university

## Military service

- **Army officer** Apr 2023 – Apr 2025
- Completed 2 years of military service with an honorable discharge
- Maintained an excellent conduct record, demonstrating discipline and leadership.