

# Mahmoud Sawi Abd El-Azeem

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## Profile

" Business Administration graduate specializing in Human Resources, interested in gaining practical experience in talent acquisition, employer branding, learning and development, organizational culture, and leadership. Skilled in recruitment support and data analysis, seeking to support a dynamic regional talent hub remotely while achieving professional growth that prepares me for a future leadership path in Human Resources".

## Education

### Bachelor's degree - Business Administration (Specialization in Human Resources Accounting)

2022

Al-Azhar University- Cairo

## Professional Experience

### • Ellithy for Import and Export of Cars – Cairo

Mar 2024 – Now 2025

Customer Accountant & Inventory Controller

- Oversaw customer accounts, inventory control, and financial reconciliations to ensure accuracy and efficiency.
- Prepared reports and leveraged Microsoft Dynamics to support analysis, cash flow, and team coordination.

### • Center Proof Cast

May 2024 – Des 2024

Scientific Research Specialist

- Prepare and write master's and doctoral theses, ensuring quality, organization, and academic standards.
- Conduct comprehensive research, review texts for linguistic accuracy, and guide students in topic selection and idea development.
- Use data analysis tools, adhere to academic integrity, and deliver original, well-documented work.

### • Agricultural Bank of Egypt

Apr 2021 – Jun 2021

HR Trainee- (for 3 months)

- Assisted in organizing and conducting employee training and development programs.
- Supported the administration of payroll and attendance systems.
- Updated organizational charts and assisted in policy documentation.
- Engaged in employee satisfaction surveys and helped analyze feedback to improve HR services.

### • TGS Agriculture Company – AUC

Feb 2019 – Jul 2020

HR Recruitment

- Managed The Full Recruitment Cycle Including Job Posting, CV Screening, Interview Coordination, And Onboarding Procedures.
- Maintained Accurate and Up-To-Date Employee Records and HR Databases in Compliance with Institutional Policies.
- Supported New Employee Orientation Programs and Facilitated Initial Training Sessions.
- Coordinated Internal Meetings, Drafted HR Reports, And Contributed to The Development of HR Policies.
- Analyzed Workforce Data to Identify Trends, Improve Operational Efficiency, And Assist in Strategic Planning.

## Achievements

- Reduced processing time for financial reports by implementing Microsoft Dynamics automation.
- Contributed to the successful completion of over 120 academic theses.
- Enhanced inventory accuracy by 80% through streamlined auditing processes.

## Courses & Certifications

- Diploma in Project Management from Edraak Global Platform – (2023)
- Obtained a Microsoft certification for online training development – (2023)
- Certificate from the British International Academy of Business Administration – (2022)
- Digital Marketing Certificate from Google- (2020)

## Skills

### Technical Skills

- Recruitment cycle management (screening, interviewing, candidate selection).
- Job posting and applicant tracking systems.
- Market research and candidate sourcing.
- Planning and implementation.
- Exit interviews and reporting analysis.

### Soft Skills

- Effective communication and customer handling.
- Organizational and time management skills.
- Teamwork and collaboration.
- Critical thinking and adaptability.
- Leadership.

### Technological Skills

- Proficiency in Microsoft Office (Excel, Word, PowerPoint) and Microsoft Dynamics AX.
- Advanced use of (AI tools) for (ChatGPT, DeepSeek, Manus).
- Design and branding tools (Canva, Photoshop).
- Familiarity with digital HR management

## Languages

◦ Arabic: Mother language.

◦ English: Good.