

# Mohamed Mahmoud Ahmed Sayed

Egypt, Giza, 6<sup>th</sup> October City

[in : Mohamed Mahmoud](#)

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## CAREER OBJECTIVE

Having good human experience in managing the entire recruitment process (from job advertisement, phone contact, receiving, CV screening, professional mechanisms) in addition to proficiency in managing personnel affairs (supervising job descriptions, having job file and insurance file) and contract resolution, with previous experience in work leadership and general supervision, strongly supported in management, which reduces in the application of analytical and relies on human resources management. I want to be able to complete these complete tasks in order to work towards achieving my goal

## SKILLS

- Leadership & decision making.
- Expert MS-Office, ERP system
- Communication & Interpersonal, Analytical & Creative Problem Solving.
- Group Dynamics, Team building, Prioritizing, Time Management.

## Professional Experience.

Interpersonal HR - Nail manufactory for food products,

Jul. 2023 – Jul 2025

Although this company is a big company for food products it was a great opportunity for me to be fully responsible for making the first interview and accept or reject , Placement of employees in the specified positions, Preparing and arranging work justifications for the work file according of the labor law, Resolving conflicts, logistics .

### Achievements:

- Receiving appointment justifications for employees and workers, arranging them, creating a file for the workers in accordance of the Egyptian labor law, and organizing the files of workers in all departments of the facilities.
- Receiving job applications and conducting the initial interview to determine his suitability for the job and determine the appropriate department for his capabilities.
- Receiving employee problems and developing strategy for resolving the conflicts.
- Searching for transport companies, obtaining the best price offers, developing a protocol for dealing, setting the itineraries of workers, boarding stations, stations times, and moving times to and from the company.
- Receiving from employees the required justifications for social and medical insurance and handing them over to the competent authorities.
- Distributing tasks to the occupational safety supervisor and following up on implementation.
- Receiving and reviewing the report submitted by the shift manager and announcing the weekly task schedule.

### Responsibilities:

- Workers' affairs.
- Responsible for professional interviews.
- Conflict manager,
- Logistics,
- Responsible of social & medical insurance.
- Supervising the occupational safety manager.
- Supervising for the shift supervisor.

Supervisor - Cure Clinic

Sep .2022 – Jun. 2023

A center specializing in active oxygen therapy, to treat diabetes complications, immune, diseases, and allergic diseases it was a great opportunity for me to be fully responsible for general manager for headquarter and 9 branches, accounting manager.

### Achievements:

- Supervising all daily activities and operations in the organization through constant follow - up.
- Setting goals for all Tasks, measuring the extent of success in implementing them and following up on their reports.
- Second Interview for doctors, Nursing Administration, Reception team, hosing team.
- Manage all of teams
- Responsible for purchases.
- Develop price plans for clinic services.
- Following up of cash flow.
- Reconcile for daily and weekly revenues.

- Establishing a clinic management policy and patient reception policy.
- Supervised the general monitoring of patients improvement and conducting reviews with them.

**Responsibilities:**

- General Manager.
- Accounting Manager.
- Evaluation of employees and doctors.
- Establishing a clinic management policy and patient reception policy.
- Managing the clinic and medical supplies purchasing department.
- Supervised the general monitoring of patients improvement and conducting reviews with them.

**Receptionist - Oasis Clinic,**

**Apr. 2022 – Sep. 2022**

Oasis Clinics is a medical group practice specializing in outpatient and inpatient daycare health services, it is a one-of-a-kind polyclinic wholly devoted to outpatient services, GIT, endoscopies and inpatient surgical procedures.

**Achievements:**

- Receiving patient and recording their personal data, Identifying pre-booking dates or their immediate needs from clinic.
- Filling out forms used at reception and entering data into the automated system and clinic information network.
- Following up of cash flow.
- Reconcile for daily revenues.

**Responsibilities:**

- Responsible reception,
- Responsible for cash flow,
- Responsible for call center.

**Legal procedure - Egypt group for tax,**

**Jan. 2019 – Mar.2022**

**Chartered Accountants and consultants, Financial and tax consultancy, Establishing companies.**

**Achievements:**

- Preparing, writing and submitting all social insurance forms.
- Inquiry about corporate debts of social insurance and pay of debts.
- Working with all tax authorities for all types of companies.
- Inquiry about corporate debts of tax and pay of debts.
- Establishing and liquidation companies.

**Responsibilities:**

- Responsible for Social insurance for all customers.
- Responsible for tax for all customers.
- Responsible for establishing and liquidation companies.

**Volunteer Leader - Resalah Charity Association,**

**May. 2010 – Present**

**Resala is a well-known famous charity association in Egypt.**

**Achievements:**

- Make the required arrangement for the internal conveys including renting buses, purchasing the charity distributed items, investigation the required needing parties, controlling the expenses and recording it and leading the volunteers' teams.

**Responsibilities:**

- Make the required arrangement for the internal conveys.
- Renting buses for the internal conveys.
- Purchasing the charity distributed items.
- Investigation the required needing parties.
- Controlling the expenses and recording it.
- Leading the volunteers' teams.

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## **Education**

### **Postgraduate Studies**

**University of Sadat - Faculty of Commerce**

- **Master's in Economics (Currently Enrolled)**

- **Study Period: January 2025 - January 2027 (Expected Graduation)**

### **Undergraduate Degree**

**Culture and Science City - Faculty of Economics and Political Science**

- **Bachelor's in Economics and Political Science (Major: Economics)**

- **Graduation Year: 2022 (With Very Good Honors)**

### **Professional Certifications**

- [\*\*Banking and Feasibility Studies Certificate \(2021\)\*\*](#)

- [\*\*HR and Body Language Diploma \(2020\)\*\*](#)

- [\*\*Human Development Certificate from Cairo University \(2024\)\*\*](#)

- [\*\*Human Resources Management Course\*\*](#)

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## **LANGUAGES SKILLS**

- Arabic Mother Language
- English (Good)

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## **PERSONAL INFORMATION**

- Birth Date 08/04/1999
- Gender: Male
- Nationality: Egyptian
- Residence Location: 6<sup>th</sup> of October city, Egypt.
- Marital Status: Single.
- Military Status: Exemption.