

Basic data:

Name: Yousef Ahmed Mohammed Abdel Hameed

Phone number: 01281101533

Email: hr.yousef.ahmed11@gmail.com

Linked in profile: <https://www.linkedin.com/in/yousef-ahmed-545b2228b>

Address: 30 AL Madinah street - AL Sharabia - Shubra - Cairo

Job title: HR Coordinator

Objective:

Seeking a Human Resources Coordinator role where I can apply my knowledge in employee relations training and Human Resources operations to support organizational growth

Academic Qualification:

Bachelor of Business Administration

Cairo University , Faculty of Commerce , Bachelor of Business Administration , (2020-2024) , Grade: Good

Work experiences:

➤ Team Leader-B.laban company (Jan-May 2025)

- Leading a team of 10 employees to implement the daily plan
- Training new staff and following up the team in preparing products according to operating instructions
- Analyzing staff performance and following up with the responsible manager

➤ Team member-B.laban company (Apr2024-Jan2025)

- Giving orders to customers
- Preparing raw materials for production according to (HACCP) quality standards
- Preparing products according to (HACCP) quality standards

➤ Supervisor-Adam Hyper market (Jul2023-Feb2024)

- Training A Staff to perfect system to show products
- Solve problems that happen to staff
- Supervising staff and follow up coordination of corridors

Technical skills:

- Dealing with Ms Office (Word, Excel,Power Point)
 - Dealing with social media
 - HR Systems Basics
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Soft skills:

- Attention to details
 - Organizing the employee relations
 - Dealing with others
 - Training and direction staff
 - Time management
 - Working under stress
 - Problem solving
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Language Skills:

Language	Listen	Writing	Conversation
<u>Arabic</u> (Mother tongue)	Excellent	Excellent	Excellent
<u>English</u>	V.Good	V.Good	Good
<u>Italian</u>	Starter	Starter	Starter

Courses:

AAID, Diploma in Human Resources Basics ,This certificate is accredited by the Ministry of Social Solidarity very good (May-Jun2025)