**Cover Letter**

Dear Sir / Madame,

My name is Ahmed El Mahallawy, it will be my great honor to apply to work with your respectful organization.

As per my CV attached I have +9 years of experience in different financial, HR and admin. assignments whether in international or multinational organizations, I was direct reporting either for general manager or overseas regional manager; which gave me a self-confidence and a wide range of experience to meet challenges and changes in business like establishing, merging and splitting business.

I am confident that I can be a value added team member to your respectful organization and learn a lot from you.

I hope my profile find your expectations.

Best regards,

Ahmed El Mahallawy

Email : Ahmed.mahallawy@hotmail.com

Mobile : +201114112003

**Ahmed Hisham El-Mahallawy**

2 Faried Nada St, Flat 6, Banha, Egypt

Mobile: +201114112003 -- [ahmed.mahallawy@hotmail.com](mailto:ahmed.mahallawy@hotmail.com)

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| **Summary of Qualifications** |

+9 years of experience in different financial, HR and admin. assignments whether in international or multinational organizations, I was direct reporting either for general manager or overseas regional manager; which gave me a self-confidence and a wide range of experience to meet challenges and changes in business like establishing, merging and splitting business.

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| **Experience** |

Mar. 2016 – Present **Helmet Business Partner**

**Co-Founder & Financial Manager** Cairo, Egypt



Helmet Business Partner - HBP was found by group of entrepreneurs with a solid background in Finance and HR with leading international and multinational organizations in various business categories.

We secure support, advice and outsourcing for different business categories “Startups, Medium sized Companies, Global companies & NGOs”

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Dec. 2014 – Present **Peak Adventure Travel Cairo**

**Senior Accountant – Middle East** Cairo, Egypt

I am the only one in finance and HR and I was reporting to General Manager and Overseas Regional Manager and my duties are all accounting, financial, and HR duties in the company starting from data entry till monthly financial reports, budgeting and forecasting.

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Oct. 2013 – Nov. 2014 **PEGAS Nonwovens Egypt**

**Administration and HR Specialist** 6 October, Egypt

I was the only HR in the plant so I was responsible for all HR tasks in Egypt plant like:

* + Recruitment of employees
  + Updates of personal records of employees in the system
  + Induction training for employees and organization of regular compulsory training in the plant
    - Communication with the employment office, and the social security office
    - Dealing with catering and medical insurance companies
    - Assistance with co-ordination of employees' evaluation
    - Prepares source materials for the plan of training, re-training in accordance with the needs of the plant and the applicable legislation
    - Monitoring attendance, holiday cards, overtime and permits for employees.

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May 2011 – Sep. 2013 **Peak Adventure Travel Cairo**

**Finance & Administrative Assistant – Middle East** Cairo, Egypt

I was reporting to Senior Accountant, Operation Manager, and General manager and my duties were:

* + **Finance Tasks:**
    - Preparing monthly finance reports.
    - Preparing brands invoices.
    - Auditing supplier's invoices and preparing payments.
    - Reviewing trips costs and income.
    - Working on Navision accounting program.
    - Leaders & bank reconciliation.
    - Managing petty cash.
  + **HR Tasks:**
    - Preparing leaders payroll (Salary & Bonus)
    - Help in HR tasks when hiring new employee or when employee leave the company.
    - Working on HRIS program.
    - Dealing with filing all employee files.
    - Dealing with all papers related to social insurance office.
    - Dealing with other Administrative work like (staff payroll, work permits for foreigners, etc)
  + **Other Tasks:**
    - Preparing monthly Operational reports.
    - Working on Operations software (Elements, & Starship)
    - Helping in any IT problems.

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Mar. 2008 – Apr. 2011 **China Shipping Container Line**

**Shipping Accountant** Cairo, Egypt

I was part of team from 3 and I was reporting to Senior shipping accountant and my duties were:

* + - Preparing monthly settlement of accounts.
    - Preparing monthly reports.
    - Recording daily operational transactions.
    - Auditing all invoices.
    - Calculating cost for any transaction.
    - Working on Alpha accounting program.
    - Auditing accounts with other shipping lines.

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| **Training Courses** |

Feb. 2005 – Apr. 2005 Training program for new graduates from both Ministry of Communication and Arab

Academy for Science and Technology and Maritime Transport. Which include: Typing Tutor,

Windows, MS Word, MS Excel, MS Access, MS PowerPoint, Internet skills.

Dec. 2006 ICDL Certification.

Feb. 2008 English course in Armed Forces Institution.

Oct. 2007 – Jan. 2008 CMA course (Part 1) with AUC.

July 2012 Human Development course with EduMaster, which contain (Management priorities, recruitment

and team building, business communication skills, stress management and creative thinking)

Nov. 2012 Strategic planning, stress management, and Creative thinking with EduMaster.

Jan. 2013 Change Management, how to develop your organization by Dr. Tarek Al Suwidan

Apr. 2013 Mind mapping with Tony Buzan

Apr. 2013 Creative thinking with Ramon & Cyriel.

May2013 – July 2013 Studding Foundation Certificate in Human Resource Management, which include:

Organizational Behavior and Recruitment & Selection Management.

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| **Education** |

**Bachelor Degree May 2007** Banha University

Faculty of Commerce (Accounting dept.- English section)

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| **Personal Skills** | | | | |
| **Computer Skills**  All Office Package, Windows, and Internet.  High typing speed (English – Arabic)  Alpha, Navision, Sap, HRIS | | **Languages Skills**  Arabic: Native Language  English: V. Good in speaking, reading, and writing | | |
| **Personal Data** | | | | | |
| **Date of Birth:** | **4th Nov. 1986** | | **Nationality:** | **Egyptian** | |
| **Martial Status:** | **Married** | | **Military Status:** | **Exempted** | |
| **Current Residency:** | **Banha, & Able to relocate** | |  |  | |