

# Mahmoud Nagy Mohamed

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El Marg \ Cairo \ Egypt

## OTHER PERSONAL INFO

- **Birth date:** 30th of May in 1995.
- **Nationality:** Egyptian.
- **Marital status:** Single.
- **military Status:** Final Exemption.

## OBJECTIVE:

- Looking for a challenging role in a reputable organization to utilize my technical skills for the growth of the organization as well as to enhance my knowledge about new and emerging trends in the **Human Resources** sector.

## EDUCATION:

- Graduated from Faculty of Computers and Information - Cairo University, 2017.
  - o Department: IT (Information Technology):
    - Major: Hardware (Embedded systems).
    - Minor: IS (Information System).
  - o Cumulative grade: Good.
  - o GPA: 2.7.
- Graduation project :
  - o (**ROV** "Remotely operated underwater vehicle").
  - o Grade: Excellence.

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## WORK EXPERIENCE:

- **Admin (HR)** In GS Engineering & Construction Company In (Egyptian refinery Mostorod project (ERC)).  
(From 06/2018 to 06/2019).

### Duties:

1. Making Payroll.
2. Handling manpower for more than 600 Employees including (Egyptian & Filipinos).
3. Handling manpower for six companies at the same time (GPS, Zedan, Alhamd, AlFerdous, Dar El-Amar, Advansys).
4. Making Daily Manpower Report For All Unit.
5. Making Daily Time Sheets (Egyptian & Filipino & Pakistan).
6. Arrange All Documentation Like (New Arrival, Termination, Warning and Vacation Letter).
7. Arrange Manpower in Site for This unit.
8. Communication with managers like (Admin Manager (AM), Construction Manager (CM), Site Manager (SI)).

- **Administrator (HR):** In Zedan Company for integrated Contractions In (Egyptian refinery Mostorod project (ERC)).  
(From 11/2017 to 6/2018).

**Duties:**

1. Making Invoice.
2. Handling manpower for more than 600 Employees.
3. Making Daily Manpower Report.
4. Making Daily Time Sheets.
5. Arrange All Documentation Like (New Arrival, Termination, Warning and Vacation Letter).
6. Answering Employees questions.
7. Solving Employees problem.
8. Monitoring employee's attendance process.

**SKILLS:**

- **Computer skills:**
  - Microsoft Office (Excel, Word, PowerPoint, Outlook).
- **Soft skills:**
  - Quick learner with excellent analytical skills, fast adopter of new technology trends.
  - High ability to present and explain ideas to clients and colleagues considering practical solutions.
  - Fast researcher and solve the problem.
  - Attention to detail and problem solving.
  - Can work in group and improve my skills.
  - Hard Worker.

**CERTIFICATIONS**

- Certificate from GS Korean Company as an **Admin (HR)**.
- Certificate from Zedan Company as an **Administrator (HR)**.

Reference available upon request.