

Mahmoud Nagy Mohamed

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El Marg \ Cairo \ Egypt

OTHER PERSONAL INFO

- **Birth date:** 30th of May in 1995 (30/5/1995).
- **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 **HR** sector.

EDUCATION:

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

1

WORK EXPERIENCE:

- **Admin Assistant (HR)** In GS Engineering & Construction Company In (Egyptian refinery Mostorod project (ERC)).

(From 06/2018 to 06/2019).

Duties:

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

- **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.

- **College Projects:**

- **Hardware:**

1. **Masjed control.**

This project has to be controlled (lights, door, time of azan, time of eqama, microphone speakers).

2. **RTC (Real-Time Clock).**

This project has to be controlled time and display it on the screen.

3. **Graduation project (ROV "Remotely operated underwater vehicle").**

This project has to be turned on under water discovered what's under water alive.

I was honored by the faculty of computers and information. The project was chosen from the best projects of the college for this year. I was also chosen to participate in the recruitment conference at the University of Cairo. We were also honored by the university and Dr. **Jabber Gad Nasar**.

- **Other:**

1. **Image processing (Detection car plate).**

This project will detect the numbers of car plates and store them.

2. **Internet application (Library website).**

In this project use java language, JavaScript, html, CSS and jQuery.

3. **Optical Character Recognition (OCR).**

4. **Location Share software application.**

5. **Book Seller website with a high technicality backend mechanism.**

6. **Hospital software & database system.**

SKILLS:

- **Computer skills:**

- Microsoft Office.
- Front End-Developer :
 - Html, Html5, Css, Css3 and JavaScript.
- Software-Developer :
 - C++, Mat lab, PHP -> laravel. My SQL.
- Embedded software :
 - Embedded C, Assembly.
 - Microcontrollers (Arduino).

- **Soft skills:**

- Quick learner with excellent analytic 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.
- Hardly Work.
- Very Good in English.

CERTIFICATIONS

- Certificate from GS Korean Company as an **Admin Assistant (HR)**.
- Certificate from Zedan Company as a **Administrator (HR)**.
- Certificate from the President of the Cairo University (Dr. Gabber Gad Nasar) on the graduation project (**ROV**).
- Certificate from the College on Hardware Project.
- Certificate from Search Academy for Web Design and Development Courses.

Notice: All Reference below. I have original also upon request.