

**Ahmed  
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## → Education

- Bachelor of Arts, Hebrew department.
- University: Cairo University.
- Degree: Good.

## → Work Experience

- I have been working personnel specialist in Atheel company since Nov-19 till now:
  - Perform new hires personnel procedure, personnel file hard copy and, medical check booking and follow up results.
  - Signing contracts with the employees.
  - Responsible for forms 1&6.
  - Perform resignations personnel procedure.
  - Reviewing the monthly attendance.
  - Responsible for custody, VPN lines
- I worked HR & administration supervisor in El Tahhan factory since Apr-19
  - Responsible for preparing the human resources department (forms, policies, procedures and Personnel file system)
  - Responsible for preparing security instructions.
  - Responsible for transportation.
  - Reviewing the monthly attendance.
  - Recruiting blue and white collar and preparing the first interview.
  - Preparing questions for interviews for each job.
  - Reviewing the social insurance (form 1 , form 2 and form 6)
  - Responsible for the orientation for the new employees.
  - Responsible for the hiring and the resignations process.
  - Responsible for the staff evaluation and reporting to the top management.
  - Organize implementation of training programs with external training.

- Payroll preparation for staff monthly.
- Responsible for preparing job analysis and job description for the staff.

● I worked HR operation specialist in Unimix Egypt for ready-mix concrete since Oct-18:

- Reviewing the weekly and the monthly attendance for 12 plants throughout Egypt.
- Responsible for the exit interviews.
- Responsible for the hiring and the resignations process.
- Responsible for staff housing, uniform and reporting to the top management.
- Responsible for the staff evaluation and reporting to the top management.
- Recruiting blue and white collars.
- Supporting in personnel (forms 1, 6 and resignation process).
- Supporting in OD (job analysis ,job description and training programs for the staff).
- Supporting recruitment team (recruiting blue and white collars, doing the first interviews).

● I worked in BDO Esnad since Sep-2017 in HRM as :

- Personnel coordinator.
  - Personnel & HR & payroll Coordinator (management & personnel) for Careem Car account and VIS account (Vodafone international services).
- Responsible for all of the communication with the client and the employees. Meeting their needs and solving their problems.
  - Signing contracts with the employees.
  - Arrange weekly visit to the employees
  - Provide support to supervisors and staff to develop the skills and capabilities of staff.
  - Perform new hires personnel procedure, personnel file hard copy and, medical check booking and follow up results.
  - Provide information and assistance to human resource manager and work related issues.
  - Processing of Medical insurance for staff.
  - Payroll preparation for staff monthly.
  - Organize implementation of training programs with external training.
  - Edit payment requests for department, suppliers.
  - Responsible for forms 1&6.
  - Perform resignations personnel procedure.
  - Supporting in OD (job analysis and job description for the staff).

- I worked in Ecco outsourcing since Jun-2014 on these departments :
- Customer service representative in 888 .
- Customer service representative in the escalation team.
- Recruiter coordinator since Feb-2015.
  - Coordinate staff recruitment and selection process in order to ensure a timely organized and comprehensive procedure is used to hire staff screen cvs as a first step, and generate interviews as required.
- HR Coordinator since 10-2015 for ABB account ( bank ) , Sixt account , ABC account ( bank ) , Amlak account , EDBE account ( bank ) , MedNet account and Total account.
  - Responsible for all of the communication with the client and the employees. Meeting their needs and solving their problems.
  - Signing contracts with the employees.
  - Arrange weekly visit to the employees
  - Provide support to supervisors and staff to develop the skills and capabilities of staff.
  - Coordinate staff recruitment and selection process in order to ensure a timely organized and comprehensive procedure is used to hire staff screen cvs as a first step, and generate interviews as required.
- Account manager (HR Specialist) since Jun-2016 for CIB account (bank), E-Finance account, Mountain View account, NTRA account and Vodafone cash account.
  - Responsible for all of the communication with the client and the employees. Meeting their needs and solving their problems.
  - Signing contracts with the employees.
  - Arrange weekly visit to the employees
  - Provide support to supervisors and staff to develop the skills and capabilities of staff.
  - Provide information and assistance to human resource manager and work related issues.
  - Payroll preparation for staff monthly.
  - Organize implementation of training programs with external training.
  - Edit payment requests for department, suppliers.
- Account manager for Vodafone HUB account and VF DDT Extend.
  - Responsible for all of the communication with the client and the employees. Meeting their needs and solving their problems.
  - Signing contracts with the employees.
  - Arrange weekly visit to the employees
  - Provide support to supervisors and staff to develop the skills and capabilities of staff.
  - Provide information and assistance to human resource manager and work related issues.
  - Payroll preparation for staff monthly.
  - Organize implementation of training programs with external training.

- Edit payment requests for department, suppliers.

## → Language & technical Proficiency

**Arabic** Native language.  
**English** Very good in speaking and in writing.  
**Hebrew** Very good in speaking and in writing.  
**Russian** Limited understanding.

Microsoft office : Excellent.

## → Training courses

Human Resource Management Diploma (Egycham institute).  
Human Resources Advanced (Egycham institute).

## → Personal skills

- Hard worker.
- Self- learning.
- Fast learning.
- Ability to work under any psychological pressure.
- Ability to work well as part of team.
- Strong Organizational skills.
- Capability to handle challenging issues.
- Decision making & Problem solving.

(References are ready upon Request)