



Mohamed Ezzat Mohamed

1th of Ramadan city, Sharkia – Egypt

- Career Objective:

- Passionate about optimizing HR processes and policies to attract, retain, and develop top talent. Eager to apply my experience in HR analytics, performance management, and diversity & inclusion to create a supportive work environment that encourages professional growth and fosters innovation.

- Education:

- A Graduate of Faculty of Commerce Zagazig University.
- Degree: Bachelor's degree in accounting.
- Year of graduation: ٢٠٢١.

- Experiences:

- **Human Resources Specialist at Holol. (Oct, ٢٠٢٢_Present)**
 - 1- Work on projects related to employment and training in cooperation with the International Labor Organization, the United States Agency for International Development, and Plan International.
 - ٢- Managing employment requests for projects and creating a plan to achieve the required employment target.
 - ٣- Implement action plans to close employment applications by executing all recruitment processes.
 - ٤- Assist in completing the training required for qualification projects by participating in organizing, preparing and processing the required evidence papers.
 - ٥- Organizing and coordinating employment days and employment forums to achieve within the project objectives.
 - ٦- Conducting the necessary contacts with job seekers and searching for suitable job opportunities to nominate them for.
- **Data Entry Specialist at Union Coatings & Chemical Industries. (Feb, ٢٠٢٢_Sep, ٢٠٢٣)**

- Courses & Developments:

- **Course English at The American University AUC, Sep ٢٠٢٤. (In Progress)**
 - Effective Communication English.
- **Professional Human resources management Diploma at Egycham ٣٥ hours accredited by Ain-shams university, SHRM and HRCI, Sep ٢٠٢٣.**
 - Planning.
 - Recruitment process.
 - Selection process.
 - Training & Development.

- Job analysis & Job description.
- Compensations & Benefits.
- Labor law.
- **Advanced Human resources management Diploma at Egycham ٣٥ hours accredited by Ains-hams university, SHRM and HRCI, Nov ٢٠٢٣.**
 - HRM at Strategical level.
 - HRM Audit & Research.
 - Competence Modeling.
 - Performance Management & Appraisals.
 - Organization Structures.
 - HR Policies & Procedures.
 - Change Management Principles.
 - Strikes & Conflict Management.
 - Manpower Planning & Forecasting.

- Skills:

- Microsoft office (Excel, Word & PowerPoint).
- Communication Skills.
- Decision making Skills.
- Organizational Skills
- Interpersonal Skills.
- Multi tasker.

- Personal data:

- Date of birth: ١ March, ١٩٩٩.
- Military status: Exemption.
- Marital status: Single.