

Holds a B. Sc. degree and a Human Resources Management certificate. Has gained some experience working as HR Assistant.

PERSONAL DATA

Nationality : Egyptian
Birth Date : 01/10/1989
Gender : Male
Marital Status : Single

EDUCATION

: B. Sc. degree from Cairo University, 2011

LANGUAGES

Arabic : Native Language
English : Fluent

COMPUTER SKILLS

: Windows, MS Office, Internet
: MS Project
: Matlab
: Visual Basic

TRAINING COURSES AND CERTIFICATIONS

: Human Resources Management in the American University in Cairo.

CHRONOLOGICAL EXPERIENCE RECORD

Dates : From May 2012 till Aug. 2012
Employer : Change Masters International (CMI)
Job title : HR Assistant
Job Description :

- Assisting in making HR policies in the company according to ISO certificates.
- Writing Job Descriptions for new required jobs according to the organizational chart.
- Assisting in contacting with training centers in Europe to provide us with trainers to match our customers and clients requirements.