

**Mohamed Hamdy El Sayed Atwa**  
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#### **OBJECTIVE :**

- **To obtain a full time position in a multinational organization, that offers a professional working environment and enables me to grow while meeting the corporation's goals**
  
- **To gain long term employment with a company that is looking to be on the cutting edge, and puts value on people thus the products they are promoting. Honesty and Ethically, I am looking to call this company my family.**
  
- **A highly motivated, numerate and reliable Business graduate with exceptional work ethic and demonstrable ability to complete a wide range of activities requiring clear communication, excellent organizational skills and attention to detail.**
  
- **Able to work well in teams and under pressure, ensuring the smooth and efficient completion of allocated tasks.**

#### **QUALIFICATION:**

- **Multi-tasking ability demonstrated by inputting and organization of data, other general office duties and liaison with other departments.**
- **Can work under stress, problem solving, use of own initiative.**
- **Can work with different cultures.**
- **Confident to handle every challenge and solve problems by myself.**
- **IT Skills: Proficient in MS Word, PowerPoint, Outlook, Excel and Access - ongoing use in coursework and work experience. Extensive knowledge of using email and the internet- proficient also in movie maker.**

#### **Personal Attributes:**

- **Good team worker with excellent communication and presentation skills works well with people from different backgrounds and cultures.**
- **Motivated and friendly, adapts easily to new working environments. Keen to learn new things and apply skills fully to every task.**
- **Confident, assertive and organized. Flexible in working time and working long hours. Hard working with positive approach to do the job well.**

#### **EDUCATIONAL BACKGROUND:**

**University:** Bachelor Degree in Business Administration  
Management & Information Systems  
Delta Academy  
S.Y. 2010-2014  
Graduation project degree: "Excellent"

#### **Work Experience:**

From January 2015 Until Now working at Egyptian Life Takaful Company gig as a Human Resource Coordinator.

#### **Responsibilities:-**

- **Providing timely assistance to team members regarding benefit and human resource questions and issues**

- Preparing employee census information for insurance, and other reports.
- Providing written and verbal employment verifications.
- Coordinating new hire paperwork, and new hire orientation meetings
- Assisting with the creation of training manual HR manual, and employee handbook.
- Updating job descriptions as needed.
- Coordinating and setting up training classes or meetings.
- Writing and placing employment ads as well as.
- Maintaining the applicant tracking database.
- Reviewing, screening, and maintaining applications and resumes.
- Assisting with providing research for policies, training, strategic planning, and other human resource issues.

\_ From January till present took another position beside HR Coordinator Egyptian life Takaful Company gig as a Business Assurance Clerk.

**Responsibilities:-**

- Furnish customers with the proper forms and documents necessary to apply for new insurance policies.
- Make changes or adjustments to existing coverage.
- Record keeping and policy maintenance among the administrative duties
- Receive copies of all correspondence regarding policies purchased by clients.
- draw up a list of potential clients
- Make contact with these clients to see if they are interested in our insurance services.
- Research and review available insurance products to ensure clients are given the best and most appropriate offer.
- Arrange insurance according to client instructions.

**PERSONAL INFORMATION :**

**Date of Birth : August 24<sup>th</sup>, 1991**

**Nationality : Egyptian**

**Civil Status : Single**

**Sex : Male**

**Religion : Muslim**

**Language Spoken : Arabic (native), English**

**Skills : Computer Literate (MS Applications, MS Office Applications, Outlook, Adobe.**

**Driving License : Egyptian DL.**