



## **Mahmoud Said Kamel Khalifa**

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### **OBJECTIVE**

- Willing to join a big organization where my aims could be achieved and utilized my qualifications, skills, experience and education.
- Seeking a challenging position for gaining more experience, getting new concepts, obtaining opportunities for learning and developing.
- Hopping to join HR team to achieve my aims, develop my learning and skills.

### **EDUCATION**

- Faculty of Arts, Department Of Philosophy.
- Ain Shams University (2003).

### **Personal Data**

- Date of Birth: 11 June 1982.
- Place of Birth: Cairo, EGYPT.
- Gender: Male.
- Nationality: Egyptian.
- Religion: Muslim.
- Marital Status: Married.
- Military Status: Exempted.
- Residential: Available anywhere.

### **EXPERIENCE**

- I worked in Spot Kodak for photo as customer service from 2/2003 till 1/2004.
- I worked in Ayad Company as data entry from 1/2004 till 5/2006.

- I worked in Egypt and Middle East (Panasonic) as customer service from 10/2006 till 11/2007.
- I worked in sigmatec for pharmaceutical industries from 11/2007 till 12/2014 as HR HEAD OF UNIT.
- Now I'm working in Al-Watania Poultry (Wadi Al-Natron site) as HR HEAD OF UNIT since 03/2015 till now.

### **HR Project**

- HR Project is a big system including three modules (Personnel – Time Attendance and Vacations – Payroll and Over time – Social and medical insurance).  
Data entry.
- Internal customer service.

### **ADMINISTRATION**

- Develop and execute **SIGMA Group** policies, procedures, systems, resources, and communications to maximize efficiency, reduce costs, increase quality and promote innovation and excellence in administrative related matters.

### **Qualifications & Skills**

- Good communication skills.
- Creative thinking, team work orientation, hardworking, self-confidence.
- Reliable, strong attention to details.
- Ability to work independently and as part of team.
- Interactive and very fast to learn new technologies and science.
- Ready to Work Under Pressure.
- Quick Adaptation to Various Work Environments.
- Able to maintain professional demeanor and appearance.

### **Language Skills**

- (Arabic): Excellent (The Mother Tongue).
- (English): Fair command of both written English.

### **Computer Skills**

- Very good in Microsoft Office ( Word &Excel )
- Excellent in Microsoft Office (XP – 2003 – 2007 - 2010).
- Very good in Internet.
- Smart IT (Personnel, payroll and attendance)
- Menatech (Personnel, payroll and attendance)

### **COURSE**

- **HR policy in Came center.**
- **Work and Insurance low in Settec center.**

### **Future Goals**

- **Develop my skills and experience in all fields.**
- **Learning more foreign languages and soft skills.**
- **Join more courses and studying to develop and provide myself.**

### **REFERENCES AVAILABLE UPON REQUEST...**

**(Flexible to attend any courses or trainings related to work on my own expense)**