

## **Ahmed Hussein Mohamed Hassan**

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## **Objectives**

Keen to improve and utilize the acquired knowledge in order to achieve some high challenges in that field and to be able to reach the most ambitious executive levels.

## **Personal Information**

Ambitious and energetic composed under pressure and get along very well with people at all levels. Possess excellent correspondence & communication skills. Very organized with professional approach

**Age & Date of Birth** : 21 May 1987

**Religion** : Muslim

**Gender** : Male

**Nationality** : Egyptian

**ID No. #** : 2500371

**Marital Status** : Single

(I have Driver's license)

## **Education**

**University** : Asyut University, Egypt

**University Degree** : B.Sc. Commerce English division, 2004 – 2008

## Experience

- Employer** : The Commercial Center for Ceramics, Egypt
- Position Held** : Assistant HR head of department
- Period of Service** : June 2011 to Now
- Assignments** : - Professional, can communicate well. Knows how to make Inter office communication letters, Memos and other Business Correspondence.
- Design, manage, and execute simple, effective and processes covering all aspects of human resources including compensation management, training and development, recruitment, employee affairs.
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- Employer** : Remooz Company, Egypt
- Position Held** : Administrative Assistant
- Period of Service** : June 2011 to Feb 2012
- Assignments** : Responsible for Management of Recruitment directives, administrative instructions, systems, standards and reporting structures for the company, Responsible for establishing new local national recruitment facilities, relationships and portals as the company grows globally according to the demands of our clients.
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- Employer** : Nile Projects Company, Egypt
- Position Held** : Administrative Assistant (Trainer)
- Period of Service** : December 2009 to November 2010
- Assignments** : Management of Recruitment directives and establishing new local national recruitment facilities

## Key Skills

- Basic Programs:**
- Familiar with windows XP, Windows Vista, Windows 7 & Macintosh.
  - Microsoft Office (Ms Word, Ms Excel, Ms Power point, etc.).
  - Internet.
- Languages** : Arabic : Mother Tongue.
- English : very good speaking and writing.

## Trainings & courses

- ✓ Finished two sessions in Human Resources (Recruitment & Organization Behavior) in The Arab Academy for Science and Technology.
- ✓ Course of Accounting & Commercial Applications by Computer in Asyut University.
- ✓ English course at Asyut University, faculty of arts which certified from English language Center.

## Hobbies & Interests

Designing, Knowledge of New Technology, Driving, Reading, Fishing, Slow Music & Photography.

## PERSONAL STRENGTHS

Friendly and easy going with people, keen observer, fast learner & good listener.