



HAZEM AHMED

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+971568137588

UAE - Dubai



OBJECTIVE

To work in an environment which encourages me to succeed and grow professionally where I can utilize my skills and knowledge appropriately.



PERSONAL DETAILS

Date of Birth : 15/07/1983

Marital Status : Married

Nationality : Egyptian

Visa Status : Visit Visa



SKILLS

Egy driving license
Communication skills
Decision making
Leadership skills
Problem solving
MS Word & Excel
Attention to details
Fast learner
Hard worker
Dynamic
Flexible
Organize



REFERENCE

Hazem Ahmed - ""
Administrative
hazemahmed1983@gmail.com
+971568137588



LANGUAGE

Arabic (Native)
English good
Russian good



EXPERIENCE

14/04/2017 -
31/12/2019

Ahl Misr Foundation
Representative
Medical / Healthcare
(Alexandria).

28/11/2013 -
15/03/2017

Bin sammar company
Administrative
Construction & civil
engineering
(Jizan, Jeddah and
Riyadh) Saudi.

15/02/2011 -
26/11/2013

Care for catering
HR coordinator
Catering field
(Cairo).

31/12/2005 -
23/01/2011

Star music
Sales retail
(Cairo).



EDUCATION

2005

Faculty of tourism and hotels
Bacloher's
Acceptable



JOB TASKS

Good management and interpersonal skills.
Create and maintain all employee files.
Arrange meetings and prepare meeting minutes.
Conduct any other similar task as may be required.
Follow up on operation and any activities of the employees.
Write and distribute email, memos, letters, correspondence, faxes and forms.
Prepare official letters and handle incoming and outgoing correspondence.
Maintain contact lists.
Have experience in the busy office environment and ability to work well under pressure.
Monitor expiry dates of employee labor cards.
Apply medical insurance for all employees requirements.
Assist employees to set up new bank accounts.
Coordinate with accounts for monthly payroll
Ability to manage a petty cash.
Good customer service skills required.