

Mostafa Bassam Saad

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Objective:

Fresh graduate who seeks to be a professional person with new experience and much knowledge, having more potentials to produce extensive efforts.

Educational Background:

Bachelor's degree of Commerce and Business administration, Helwan university.

Sep 2016-Aug 2020

Grade: Good

Work Experience

❖ SESCO Trans/ Gazala Steel Fabrication.

Hr. Generalist (Mar 2022-Present)

- Responsible for recruitment process in organization
- Posted job descriptions online. responded to candidates and assisted In interview processes from start to finish
- Prepared candidates' portfolios and headhunted for best fits for new position opening
- Responsible for employee's attendance
- Onboarding the employee newcomers
- Supervising drivers, buffet services, and house keepers
- Arrangements any training
- Assist the manager in performance appraisal
- Handle any other required tasks related to HR and Admin

❖ Al Hassan Ibrahim group, summer internship (July 2018-Aug,2018)

Courses:

❖ Studying practical HR Diploma at Leaders accredited by HRCI (from 20-Aug till now)

Personal Skills:

- ❖ Time management skills.
- ❖ Creative thinking. solve problem
- ❖ Committed, with good communication skills, efficient in working under pressure
- ❖ .Ambitious , hard worker, self-motivated and have the team spirit.

Computer Skills:

- ❖ Basic computer skills: Office (Outlook, word, PowerPoint, Excel,).

Language Skills:

- ❖ Native Speaker of Arabic language.
- ❖ Very good command of English Language, both written and spoken.

Personal Information:

Date of Birth: 29 of September 1997.

Gender: Male.

Marital Status: Single.

Nationality: Egyptian.

Military Status: Completed.

Interests:

Football, Music, Series.