**AMEEN ESSAM AMEEN**

**AMEEN\_MOON2003@YAHOO.COM**

**SANADID TANTA GHARBIA**

**Mobile Phone**

**01278575267**

Objectives:

**Utilizing and enhancing my skills and my qualifications through a big organization which encourages continuous education and development of its employees, and through which I can interact and work efficiently in a dynamic environment to prove myself.**

Education:

Bachelor's degree inAccounting -TANTA University 2016

Accumulated Grade (Good)

Courses:

* 2014Excel Advanced

**Successfully completed in general excel and passed test with grade of excellent**

* **2015 (ICDLcourse)**

**(Windows –word –PowerPoint –Excel –Access- -internet).**

* **April 2014 English course**

**I finished six level in the Armed Forces Institute in skills development**

* **February 2017 personnel & labor law workshop**

**I finished the cource in hcc academy**

Experience:

MARIA COMPANY

**HR Specialist** 1/7/2010 – 1/1/2015

INTARNATIONAL TEXTEL COMPANY  
HR Specialist (1/1/2015\_1/6/2016

ALANWAR ALMOHAMADYA COMPANY

HR Specialist (1/7/2016 TO PRESENT

responsilities:-

* **Maintain the corporate benefits schemes.**
* **Handle the benefits daily operations in line with the company policies & procedures .**
* **Manage loans approvals as per the cash quota.**
* **Follow up life and medical insurance activities on monthly basis.**
* **Issue the medical & life insurance deals with the optimum win- win situations.**
* **Fulfill the internal customers queries .**
* **Manage the housing daily operations.**
* **Design the transportation lines capacities with the business acumen concepts.**
* **recoding data personnel on the data base.**
* **interview for new workers.**
* **remember personnel files . and a review of contracts.**
* **maintains employees files and ensures the availability of all the necessary document as per labor law requirements.**
* **provides all the newly hired employees with the on- boarding documents and credentials list**
* **updates & amp : maintains employees database.**
* **Handles all employees termination procedures and ensures all company and employees rights are well preserved**

personal traits:

* **ability to work under pressure**
* **speed reading**
* **effective communication skills**
* **teamwork- team building skills**
* **presentation skills**
* **decisive**
* **decision**

Languages:

* **Arabic: Mother tongue.**
* **English: Good in writing and speaking.**

Personal details:

* **Date of birth: 1/MAY/1994.**
* **Nationality: Egyptian.**
* **Military Status: Exemption**

## **References available upon request**