

# AHMED YOUSSEF YASIN ALZAHRY

Apply for a job: Admen



- Egyptian
- Muslim
- Single
- 21/06/1998
- a7medyousse3@gmail.com
- - 0582526655
- Riyadh - Al-Narjis District

## ▼ Objective

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- To achieve the difficult and required goals in a systematic, professional and organized manner. I ask you to give a chance under your friendly, wonderful, sympathetic control .

## ▼ Experience

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- Work in Saudi Arabia.
- She working as Admen from November 2021 to August 2024 at ABR (Project Murcia)
- She working as Admen from September 2024 to continue at M-ABR Contracting.
- Work from the last four years in Egypt.
- She working as Attendance and departure supervisor from January 2017 to October 2018 at Hassan Allam Sons Company.
- She working as Admin (communication and coordination with clients) from December 2018 to July 2020. Mountain View Company>

## ▼ Education

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- Faculty of Arabic Language (Bachelor) in Documents, Offices and Information.

## ▼ Job Description

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- I worked in different companies on a different description as mentioned below.
- Daily update of manpower and employee reports and update of employee payroll for the end of the month (Office work, Oracle workforce update).
- Work and staff time sheet check absent/present attendance and update in the system.
- Update reports on daily/weekly and monthly bases.
- Prepare general correspondence, memos, reports, timetables and instructions.
- Well versed in operating company-owned software and applications such as Oracle application and E-Time online attendance management system. Receive, route, sort and process emails.
- Human Resources Coordinator.
- Riyadh \_ Saudi Arabia - Murcia project - (5000 villas)
- And follow-up stays and vacations for employees.
- Supervising the detection of project employees, recruitment and transportation inside and outside the project.
- Work on Qiwa platform.
- Work on the Malakite system for human resources.
- Work on the Bio Time 8.5 human resources system.

## ▼ Personal Attributes

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- Self-motivated take responsibility easily and confidently.
- Printing skills and proficiency in using common office systems and programs.

- Good behavior with co-workers.
- Ability to work under pressure.
- Communication skills
- Team Management
- Time management
- Work under pressure
- Planning & Event Management
- Conflict Resolution
- Self-motivation

#### ▼ Technical skills

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- Microsoft PowerPoint.
  - Microsoft Word and Excel.
  - Web and Social Skills.
  - Electronic file submission and archiving program
  - Work on Qiwa platform.
  - Work on the Malakite
  - Work on the Bio Time 8.5
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