

Mahmoud Moustafa Fouly

(SECRETARY | ADMINISTRATIVE ASSISTANT | PUBLIC RELATION)

SUMMARY

HR Generalist with 15 Years of Experience in (Payroll – Personnel – Recruitment) Seeking a new challenging position and enriching career in a reputable Entity with a dynamic and Motivating environment where I can apply my technical skills and be able to build strong relationships develop my Professional by expertise and my knowledge in order and adding Value To the entity, exceed performance goals and Deliver High-Quality outcomes. Because I completely believe That both of Knowledge and development are the future keys

EDUCATION

- BA, Faculty of Arts, Mass Communication Department (public relations), Year May 2007

WORK EXPERIENCE

❖ Administrative assistant | Jan 2007 to Aug 2008 .

I Worked as administrative Officer in El- Salamko factory for medical tools

From 2008 until OCT 2023

Worke in (EGYCO Company) for Building & construction .

1- Sep 2008 to Jun 2012 .

–Administrative assistant in a Sixth District Project

2- Jun 2012 to Jul 2017 .

–Administrative assistant in Al- Azhar Medical Hospital Project

3- Jul 2017 Until Oct 2023 .

–Executive Secretary To manager of Projects management in Minya

From Nov 2023 until Now

❖ Site administrative officer at Saudi Emar Company

Roles and responsibilities:

1- Supervising the attendance control system, ensuring the extent of employees' commitment to working hours, and following up on the attendance record, annual leaves, and other vacations for employees.

2- Prepare files for employees, save their transactions and documents in the files, organize and update work-related documents, data, and human resources forms, and save and archive them.

3- Organizing and maintaining the filing system, using manual and electronic media, and updating electronic human resources data to prepare reports, data, and information as needed.

4- Ensure that employees adhere to all procedures, policies and internal laws of the project.

5- Preparing and processing the monthly payroll and imposing penalties and incentives in accordance with the procedures.

6- Providing daily services and the needs of organizational units and employees for office supplies and operational materials, monitoring their uses, maintaining equipment, and participating in developing and implementing a system for archiving, files and records.

7- Supervising cleanliness, housing, and other administrative work to create a suitable work environment for project workers.

8- Receiving correspondence, sorting it, classifying it, recording it, and ensuring its distribution to those concerned.

9- Commitment to implementing policies, rules and regulations governing work, documenting all administrative processes, and applying quality and safety standards in order to maintain quality standards.

END



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Minya , Egypt.& Dammam – (KSA)

29/7/1986

PROFILE

I look forward to obtaining a position that will enable me to use my strong organizational skills, educational background and ability to work well with people. To enhance my knowledge and skill through continuous learning & teamwork so as to contribute my best to achieve personal & professional growth. I can effectively perform duties assigned by management and co-workers at the same time to achieve corporate goals.

LANGUAGES

- Arabic : Excellent
- English : Very Good

SKILLS

- MS WORD
- MS EXCEL

HOBBIES

- Internet
- Trip
- Sport
- Reading

