



Ahmed Mohamed Hassan

Mohamed Hussein

Student Affairs Coordinator at The ArabAcademy Graduate School of Business

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PERSONAL SUMMARY

willing to work as an HR Consultant for one of the Multinational Companies and to gather the latest knowledge and latest updated methods used in HR

PERSONAL INFORMATION

Birth date: 18 December 1986

Nationality: Egypt

Residence Country: Egypt – Alexandria

PREFERRED JOB

Preferred Job: Senior HR Specialist

Field: Human Resources and Recruitment

WORK EXPERIENCE

Total Years of Experience: 16 years, 1 month

Student Affairs Coordinator at The ArabAcademy Graduate School of Business

September 2019 – Present

Egypt – Alexandria

Egypt – Alexandria

- I welcome our new applicants and introduce them to our MBA programs,
- Act as support for students in the front office should any student face any problem,
- Register students for their classes, issue invoices to students each semester,
- Act as the liaison between the student and the college.
- Observer for AMAT and TOEFL Tests
- Observer for Comprehensive exam

Human Resources Specialist at The Arab Academy for Science and Technology and Maritime Transpor

April 2013 – September 2019

Egypt – Alexandria

- Prepare or maintain employment records related to events such as hiring, termination, leaves, transfers, or promotions, using human resources management system software.
- Select qualified job applicants or refer them to managers, making hiring recommendations when appropriate.
- Maintain and update human resources documents, such as organizational charts, employee handbooks or directories, or performance evaluation forms.
- Address employee relations issues, such as harassment allegations, work complaints, or other employee concerns.
- Review employment applications and job orders to match applicants with job requirements.

- Answer phone calls and direct calls to appropriate parties or take messages.
- Greet visitors and determine whether they should be given access to specific individuals.
- Read and analyze incoming memos, submissions, and reports to determine their significance and plan their distribution.
- Operate office machines, such as photocopiers and scanners, facsimile machines, voice mail systems, and personal computers.
- Review files, records, and other documents to obtain information to respond to requests.
- Data Entry

**Procurement Specialist at The Arab
Academy For Science & Technology and
Maritime Transpor**

January 2013 – April 2013

Egypt – Alexandria

- Prepare purchase orders and send copies to suppliers and to departments originating requests.
- Compare prices, specifications, and delivery dates in order to determine the best bid among potential suppliers.
- Compare suppliers' bills with bids and purchase orders in order to verify accuracy.
- Prepare, maintain, and review purchasing files, reports and price lists.
- Research and evaluate suppliers based on price, quality, selection, service, support, availability, reliability, production and distribution capabilities, and the supplier's reputation and history.
- Purchase the highest quality merchandise at the lowest possible price and in correct amounts.
- Negotiate, renegotiate, and administer contracts with suppliers, vendors, and other representatives.
- Data Entry

**Students Affairs Representative at Arab
Academy Graduate School of Business**

February 2012 – January 2013

Egypt – Alexandria

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- Act as the liaison between the student and the college.
- Observer for AMAT and TOEFL Tests
- Observer for Comprehensive exam
- Data entry

**Human Resources Specialist (HR at The
Arab Academy For Science & Technology
and Maritime Transpor**

April 2009 – February 2012

Egypt – Alexandria

- Prepare insurance claim forms or related documents and review them for completeness.
- Provide customer service, such as limited instructions on proceeding with claims or referrals to auto repair facilities or local contractors.
- Post or attach information to claim file.
- Contact insured or other involved persons to obtain missing information.
- Calculate amount of claim.
- Apply insurance rating systems.
- Transmit claims for payment or further investigation.
- Compute wages and deductions, and enter data into computers.
- Compile statistical reports, statements, and summaries related to pay and benefits accounts, and submit them to appropriate departments.
- Make different kind of Decrees (Hiring, Firing, Paid Vacation and Non Paid Vacation, Promotion

Customer Service Associate at American

March 2008 – March 2009

International Group

Accounting Clerk at Radiology Center

January 2008 – March 2008

Egypt – Cairo

– Classify, record, and summarize numerical and financial data to compile and keep financial records, using journals and ledgers or computers.

– Receive, record, and bank cash, checks, and vouchers.

– Match order forms with invoices, and record the necessary information.

– Calculate costs of materials, overhead and other expenses, based on estimates, quotations and price lists.

Perform financial calculations such as amounts due, interest charges, balances, discounts, equity, and principal.

Financial Adviser at Commercial

Egypt – Cairo at International Life Insurance Company

December 2007 – January 2008

Sell financial products such as stocks, bonds, mutual funds, and insurance if licensed to do so.

– Recommend strategies clients can use to achieve their financial goals and objectives, including specific recommendations in such areas as cash management, insurance coverage, and investment planning.

EDUCATION

Doctorate / Human Resources at Marywood University

Egypt – Alexandria

May 2025

PHD/DBA Dual Degree between the Arab Academy for Science & Technology and Maritime Transport and Marywood University

Master's degree / Human Resources at Arab Academy For Science, Technology & Maritime Transport

Egypt – Alexandria

February 2012

courses: Human Resources at

The Arab Academy for Science and Technology and Maritime Transport

Egypt – Alexandria

Bachelor's degree / Finance at Arab Academy For Science, Technology & Maritime Transport

Egypt – Alexandria

July 2007

SKILLS

FORMS / Level: Expert

HIRING / Level: Expert

CHARTS / Level: Expert

DATA ENTRY / Level: Expert

EMPLOYEE RELATIONS / Level: Expert

FAX / Level: Expert

HUMAN RESOURCES / Level: Expert

MICROSOFT ACCESS / Level: Expert
OFFICE EQUIPMENT / Level: Expert
ORGANIZATIONAL SKILLS / Level: Expert
Problem Solving / Level: Intermediate
Microsoft PowerPoint / Level: Intermediate
Performance Management / Level: Intermediate
Payroll / Level: Beginner



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