

Mohamed Helal Bakry

Human Resources / Accounting

📍 Cairo
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Summary

Professional Multitasking Employee who worked in many areas as Administration Management, HR and Accounts with many manager nationalities in three different countries.

Work experience

HR & Accountant

2017 - 2018

ARJ Holding group - Saudi Arabia Branch - Dubai Head Office

Responsibilities :

HR tasks: (IDs, Passports, Vacations, Payroll, Medical Insurance, Car Insurance, Contracts for new hiring, Etc)

Accounts tasks: (Four Bank accounts with different banks, Payment, Bank Reconciliation, Hard Collection, Treasury and entry whole processes in International System)

HR Generalist & Project Coordinator

2013 - 2017

Saudi Construction & Development Co. - Saudi Arabia

Responsibilities:

In a team of three members for All HR roles in the biggest project for the company, preparing and sending all reports for head office daily, weekly and monthly.

Entry Permission for more than two thousands employee in cooperation with Saudi Military Intelligence.

Handling all Car's issues with employees and government est. such as insurance, accidents.

Admin. Officer & General Manager Assistant

2012 - 2013

Sand & Rock Crushers - Qatar

Responsibilities:

In a team of two members for Administration tasks for the company.

All GM Tasks such as (meetings, Calls, Schedule , visitors, mails, etc)

IT issues for PCs and Internet. just as an addition task.

Customer Service - Technical Support

Exceed account TE-Data

Responsibilities:

Troubleshooting Internet issues with all customer categories through call scenario system.

Making daily, weekly and monthly reports to team leader and supervisor.

Education

Bachelor Degree of LAW

2004 - 2009

Benha University

Faculty of LAW

Skills

Computer



Very good knowledge and Experienced in Software (Antivirus, Windows, Applications) and repairing it perfectly. Very good knowledge of Microsoft Office (Word, Excel, Power Point, Access, Outlook Today).Very Good knowledge of Windows applications and Internet applications.

Skills

English



Very good command of both written and spoken English based on studying, Speaking and dealing with native speakers through studying or working abroad.

Skills

Individual Skills



Capable of successful trouble-shooting & can work under the pressure of deadlines. Responsible & efficient.Perfectionist & a seeker of success.Good Leadership, Planning, Time management, Communication, Negotiation, Selling, Creativity, and Problem solving skills.

Ability of Fast learning capability, self motivated, very ambitious, goal-oriented, and hard worker.

Courses

Academic IELTS "British Council"

Conversation Courses with Native "Reach Out Academy"

Conversation Courses "Berlitz English"

Advanced Conversation Courses "American University in Cairo"

Basic Business Skills Acquisition Program "Future Generation Foundation"