

Alaa Mohamed

HR & Administrative Assistant / Data Entry Specialist

■ alaamoftah97@gmail.com | ■ +20 155 261 7361 | ■ Alexandria, Egypt

Education

Bachelor of Arts in Sociology, Alexandria University (2017 – 2021)

Military Status: Served (2023)

Courses & Certifications

- Basics in Human Resource Management – UniAthena (2025)
- Introduction to Human Resource Management – Edraak (2025)
- Occupational Health and Safety for Construction Industries – AASTMT
- Occupational Health and Safety for General Industries – AASTMT
- IOSH Managing Safely – ESSP
- Risk Assessment – ESSP

Professional Experience

Pharmacy Assistant (Apr 2019 – Oct 2025), Alexandria, Egypt

- Assisted in daily operations and customer service at the pharmacy.
- Handled prescriptions and maintained accurate records.
- Developed communication, organization, and time management skills.
- Supported stock management and ensured smooth workflow.

Skills

- Microsoft Office (Excel, Word, PowerPoint)
- Data Entry & Organization
- Communication & Teamwork
- Time Management
- ICDL Certified
- Driving License

Languages

Arabic — Native

English — Intermediate (B2)