

Name: Ahmed Mahmoud Ibrahim

Age: 38 years

Address: Beheira , Damanhour City

Phone Number: 01061988588

Email: ahmedhema12@gmail.com

Objective:-

Motivated seeking to opportunities to be compatible with my abilities and skills and help to improve to the better. Seeking challenging job that develop my knowledge and qualification to join reputable organization that offer prospects of career growth.

Education:-

- Bachelor's Degree in Arts – Tanta University, 2008
- General Diploma in Education – Faculty of Education, Damanhour, 2014

Experience:-

HR Specialist

Hotel Name: Andalus Plaza Hotel (Hurghada, Egypt)

April 2023 – October 2024

Responsibilities:

- Managed recruitment processes and identified top talent.
- Conducted employee training and performance evaluations.
- Organized payroll systems and maintained employee records.

French Translator

Hotel Name: Al Bustan Hotel (Sharm El-Sheikh, Egypt)

November 2021 – March 2023

Responsibilities:

- Translated conversations between guests and staff.
- Prepared documents and correspondence in Arabic and French.
- Assisted French-speaking guests in enhancing their experience.

Data Entry Clerk

Hotel Name: Nile Resort Hotel (Luxor, Egypt)

January 2020 – October 2021

Responsibilities:

- Accurately entered guest information into the system.
- Updated records and prepared periodic reports.
- Collaborated with other departments to ensure smooth operations.

Receptionist

Hotel Name: Grand City Hotel (Cairo, Egypt)

Duration: January 2018 – December 2019

Responsibilities:

- Welcomed guests and managed check-in/check-out procedures.
- Handled reservations and responded to customer inquiries.
- Ensured excellent guest satisfaction and maintained a positive front desk atmosphere.

French Language Teacher – Al-Manara Language School, Damanhour

September 2012 – July 2018

Responsibilities:

- Teaching French to students across various levels.
- Preparing interactive lesson plans to enhance student engagement.
- Developing innovative teaching methods to improve student performance.
- Regularly evaluating and monitoring students' progress to ensure academic growth.
- Collaborating with the educational team to enhance curriculum quality and achieve institutional goals.

Certificates & Courses:-

- E-commerce & E – marketing 2023
- Learning Disabilities Workshop – Cairo University, 2013
- Active Learning Classroom Management – Cairo University, 2013

Skills:-

Computer skills:-

- Very Good user in MS office " Word, Excel, Power point, Outlook "

Language skills: -

- Arabic: Native
- English: Good
- French: Excellent

Personal skills:-

- Hard worker & able to work under pressure
- Effective communication Skills
- Willingness to learn more.
- Ability to work in harmony with team work.
- Respect for work time
- Self-motivation