IBRAHIM SOBHY AL-MEZAYEN

JUNIOR HR & OPERATIONS ASSISTANT | ACCOUNTING GRADUATE

Menouf, Menoufia, Egypt | 01013727458 | 01153391355 | ebrahimsobhy44@gmail.com

PROFESSIONAL SUMMARY

Accounting graduate with practical experience in administrative support, record organization, customer service, garment manufacturing, and sales. Strong interest in HR and Operations, with a solid foundation in employee communication, documentation, data entry, teamwork, and Microsoft Office. Organized, adaptable, detail-oriented, and eager to build a career in HR administration, recruitment support, personnel operations, and day-to-day business operations.

EDUCATION

Bachelor of Commerce – Accounting, English Section | Menoufia University | 2024 | Grade: Good

RELEVANT WORK EXPERIENCE

Contracting Sector | Employee

• Supported daily administrative and operational tasks, including organizing work-related records and documents.

• Followed up on assigned activities and coordinated with team members to keep work processes organized and on schedule.

Garment Manufacturing | Employee

• Supported daily production and operational activities while following established procedures and workplace instructions.

• Maintained accuracy, teamwork, discipline, and attention to detail in a fast-paced work environment.

Sales Representative | Sales

• Communicated with customers, identified requirements, presented products, and supported sales activities.

• Developed practical communication, customer-service, problem-solving, and target-oriented skills.

TRAINING

El-Hawary Garments Group | Trainee

• Practical exposure to workplace procedures, administrative tasks, teamwork, communication, and record organization.

Kafr El-Ashary Youth Center | Trainee

• Practical exposure to workplace procedures, administrative tasks, teamwork, communication, and record organization.

HR & OPERATIONS SKILLS

• HR Administration & Personnel File Support
• Employee Communication & Onboarding Support
• Document Control, Filing & Data Management
• Microsoft Excel, Word & PowerPoint
• Accounts Payable / Receivable & Basic Bank Reconciliation
• Recruitment & Interview Coordination Basics
• Attendance / Leave Data Entry & Record Organization
• Operations Coordination & Administrative Support
• Accounting Principles, Journal Entries & Financial Statements
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COURSES & CERTIFICATIONS

Excel | Accounting | English Language | ICDL

PROFESSIONAL SKILLS

Communication | Teamwork | Time Management | Problem Solving | Adaptability | Attention to Detail | Fast Learning | Working Under Pressure

LANGUAGES & MILITARY STATUS

Arabic: Native | English: Excellent | Military Service: Completed