

Graduated from Faculty of Law and has over 18 years hands-on experience, including 17 years working as HR Manager.

PERSONAL DATA

Nationality : Egyptian
Birth Date : 12/02/1982
Gender : Male
Marital Status : Married
Residence : Nasr City, Cairo

EDUCATION

: Faculty of Law, Cairo University, 2003

LANGUAGES

Arabic : Native Language
English : Very Good

COMPUTER SKILLS

: Windows, MS Office, Internet

TRAINING COURSES AND CERTIFICATIONS

- : Time Management and Work Technique (by Link Aero Trading Agency) (Jan. 2017).
- : Diploma in Business Management & Entrepreneurship, ALISON (Jun. 2015).
- : Diploma in Human Resources, ALISON (May 2015).
- : Bomb Threat (by Link Aero Trading Agency) (May 2011).
- : Emergency Response (by Link Aero Trading Agency) (May 2011).
- : Human Resources Package (by American Chamber of Commerce in Egypt) (May 2011).
- : Introduction to Ground Handling & Aviation World (by Link Aero Trading Agency) (Jul. 2009).

CHRONOLOGICAL EXPERIENCE RECORD

Dates : From May 2020 till now
Employer : El Hoda Group for General Construction & Mechanical Installation, Maadi - Cairo

Job title : HR Manager

Dates : From Apr. 2018 till Apr. 2020

Employer : Intelligent Field Marketing, Nasr City - Cairo

Job title : HR Manager

Dates : From Jul. 2009 till Apr. 2018

Employer : Link Aero Trading Agency, Zamalek - Cairo

Job title : Deputy HR Manager

Dates : From Jan. 2005 till Jun. 2009

Employer : Louis Catering Egypt (SSP Egypt), Sharm El-Sheikh International Airport

Job title : HR Manager

Dates : From Aug. 2003 till Jan. 2005

Employer : Ishak Ayoub Office, Shoubra - Cairo

Job title : Lawyer

- Field of experience** :
- Start-up, establish and maintain HR management system.
 - Work with company management to develop, implement and analyze human resource policies.
 - Communicate with other employees, departments, administrators, applicants and the public for the purpose of providing information and assistance concerning employment, recruitment, transfers, personnel records, and leaves. Licenses and related legal requirements.
 - Ensure effective and appropriate policies and procedures are followed (e.g. processing of personnel actions, including new hires, transfers, promotions, termination, and completion of state reports) for the purpose of being timely, accurate, legal and meeting organizational objectives.
 - Evaluate the effectiveness of training sessions and programs for the purpose of determining whether changes need to be made to ensure appropriate skills development.
 - Process, file, and maintain documents, data, and materials (e.g. employee personnel files, records, Human Resources Information System, State Personnel system, etc.) for the purpose of disseminating information to appropriate parties and inputting data.
 - Manage daily administrative operations of a department including establishing work priorities; assists in resolving problems related to the day-to-day operations of the unit.
 - Open Social insurance the file for the company and employee and Follow-up anything relate to the labor office.
 - Responsibility for everything that is in terms of the Recruitment and Employment Service and other matters related.
 - Create Policies and Procedures (Leave, Overtime, Mobile, Travel, Personnel, payroll, Hiring).
 - Checklists and forms for employee benefits from salaries and allowance and bonuses and everything related and follow-up procedures.
 - Preparation of Payroll, Social Insurance, Medical Insurance and Taxes.

- Prepare all reports after payroll and make analyses for all payroll activities.
- Make the preparation of annual increments and changes in salary.
- Monthly reconciliation of financial appropriations for wages and salaries and coordination with the Department of Accounts regarding the wages and salaries.
- Maintaining a register of holidays for workers and monitor the benefits of preparing the liquidation of vacation leave for employees.
- Follow-up the supply of deduction of social insurance contributions and the monthly installments and any other amounts owed.
- Make all forms for staff for example, annual leave, sick leave, unpaid leave and other.
- Follow-up office hours for employees and monitor daily attendance and absence.