

Holds a Bachelor in Commerce (Accounting) and has over 17 years experience working in HR and Administration at several projects.

PERSONAL DATA

Nationality : Egyptian
Birth Date : 10/05/1982
Gender : Male
Marital Status : Married
Residence : Giza, Cairo

EDUCATION

: Bachelor in Commerce (Accounting), Cairo University, 2004
: HR Diploma from RITI, 2019

LANGUAGES

Arabic : Native Language
English : Fluent
French : Fair
Russian : Fair

COMPUTER SKILLS

: Windows, MS Office, Internet

TRAINING COURSES AND CERTIFICATIONS

: PMP (Project Management Professional) (2021).
: Life coaching at almentor -net (2021).
: Time Management at ILM LOGIC (2020).
: Labor and Social insurance Law at Orascom (2019).
: Business writing & Email Etiquette at Orascom (2018).
: Presentation skills at Orascom (2015).
: Communication skills at Orascom (2015).
: English course from AUC (2016).
: English course from AMID EAST (2013).
: Microsoft Office 2010 at AIC Center.
: Training at the National Bank of Egypt.

CHRONOLOGICAL EXPERIENCE RECORD

Dates : From Jun. 2010 till now
Employer : Orascom for Construction & Besix
Projects :

- Ministry of Defiance (MOD) Projects, New Capital (from Jan. 2018 till now)
- J.V Orascom & Besix the Marian Terminal Ain El-Sokhna (Jan. 2016 - Jan. 2018)
- Army Terminal West Airport - Construction (Jun. 2015 - May 2016)
- Hurghada International Airport - Road Construction (Jan. 2014 - Sep. 2015)
- Credit Agricole Egypt Bank in the New Cairo (May 2012 - Dec. 2013)
- Mivida & NBAD & IDWB Bank in the New Cairo (Jun. 2011 - May 2012)
- Head Office (Nile City) - worked on all HR Function (Jun. 2010 - May 2011)

Job title : HR & Admin

Dates : From May 2005 till Jun. 2010
Employer : Orascom for Construction & Besix
Job title : Accountant
Job Description :

- 6th October Raw Transmission Lines - J.V between Orascom Construction Industries & Masr Sons Development (Hassan Allam) (Jun. 2009 - Jun. 2010):
 - Accountant, able to work at "COMSYS" program.
 - All general Accounts such as (TAXES, insurance, Salaries, Assets).
 - Banks and facilities (Loans, over draft, reconciliation).
- New Abu Qir Thermal Power Plant (Sep. 2008 - Oct. 2009):
 - Accountant, able to working (Housing) program.
 - Maintain hard copy and electronic filing system.
 - Set up President's travel arrangements.
 - Research, price, and purchase office furniture and supplies.
- Maadi City Center Extension (Jun. 2006 - Dec. 2008): Accountant, able to working (wages - cost control) program & prepare all Funds.
- Raya Project (May 2005 - Jan. 2006): Administrative & Accountant Assistant.

Field of experience :

- General:
 - Managing and controlling all the HR Functions of Employees.
 - Manage and handle all HR issues among OC sites coordinators and HR head office and implement, development policies.
 - Coaching Line Managers within the organization advising on best practices adopted with succession planning and strategy.
 - Implementing HR strategies and initiatives.
- Personnel:
 - Responsible for structuring HR and Personnel department.
 - Handling all vacations and sick leaves procedures in accordance to Labor Law and Complete Hiring documents.
 - Handling resignations procedures and following up Check out form.
- Training:
 - Handle all summer training & TNA process for all staff.

- Coordinate, update and arrange the internal or external training for all staff.
- Implementing the training and development policy for All staff according to the new grading system with (Towers Watson).
- Monitor quality of training and asses results.
- Recruitment:
 - Receive all job orders from departments and study job descriptions.
 - Screen candidates CV and job applications& perform interviews.
 - Create a pool of qualified candidates in advance of needs.
 - Forecast hiring needs based on business growth plans.
 - Handling all the resignations procedures and following up.
 - Conduct exit interviews, prepares exit reports and communicate it to the OD in order to take actions towards high turnover rates.
- Organizational Development:
 - Develop Company KPI's System & Develop ROI (Return on Investment) Plan & Succession Plan for critical jobs.
 - Prepare Job description for All Titles.
 - Prepare and up-date all projects organization charts.
 - Create and Develop a Career path for Staff & Technicians.
- Compensation & Benefits:
 - Responsible for the Retention plan for Orascom company.
 - Responsible for the medical insurance of employees & families.
 - Responsible for the Life insurance & Issuing medical care cards to new employees .Calculate bonuses and allowances.
- Payroll:
 - Responsible for the wages of casual labors according to laborlaw by using system (man-hour) software and hand-held machines.
 - Responsible for processing the variables to calculate the salary on the Oracle system.
 - Prepare the monthly payroll report sends it to the Finance DPT.
 - Issue ATM bank accounts for staff and Open bank account.
 - Issuing medical care cards to new employees.
 - Calculate bonuses and allowances.
- Insurance and Risk Management:
 - Following up work injury with Insurance team & medical team all pending work injury cases and resolve outstanding issues whene to issue chick Dealing and handling with companies (AIG – Marsh – Allianz).