

Holds a B. Sc. in Administrative Information Systems (HR Management) and has about 11 years experience in managing, directing and coordinating human resource management activities to maximize the strategic use of human resources and maintain functions such as employee compensation, recruitment, personnel policies and performance management.

PERSONAL DATA

Nationality : Egyptian
Birth Date : 18/09/1984
Gender : Male
Marital Status : Single
Residence : Giza, Cairo

EDUCATION

: B. Sc. in Administrative Information Systems (HR Management), El-Madina Academy, 2006

LANGUAGES

Arabic : Native Language
English : Very Good
Italian : Very Good

COMPUTER SKILLS

: Windows, MS Office (Word, Excel), Internet

TRAINING COURSES AND CERTIFICATIONS

: Compensation & Benefits, American Chamber of Commerce (2016).
: Effective Business Writing, Square Engineering Firm (2010).
: Human Resources Management, MAC (2008).
: Art Sales & Customers Service skills, AIC (2004).
: Modern secretary & office management skills, AIC (2004).
: Attend Workshop (Discover your strength to start a small project) (2004).

CHRONOLOGICAL EXPERIENCE RECORD

Dates : From Aug. 2014 till now
Employer : Cosmos Engineers & Consultant
Cosmos-E is a multi disciplinary engineering company that offers

- Job title** : consultation and engineering services in various fields.
HR Manager
- Dates** : From Sep. 2012 till Jul. 2014
- Employer** : Chemipharm Group
Chemipharm is one of leading pharmaceutical companies in Egypt and executive distributor for P&G exclusive in pharmacies in Egypt.
- Job title** : HR Section Head
- Dates** : From Jun. 2011 till Aug. 2012
- Employer** : Nestle Nespresso Egypt (FMCG)
Nestlé Nespresso Company is FMCG an autonomous globally managed business of the Nestlé Group with corporate headquarters in Lausanne, Switzerland.
- Job title** : Senior HR (acting as HR Manager)
- Dates** : From Oct. 2009 till May 2011
- Employer** : SQUARE Engineering Firm (Contracting)
SQUARE is a strong built network of know-how guided by a specialized technical office and construction, that bears extensive knowledge of the various local and international branches.
- Job title** : HR & Admin Specialist
- Dates** : From Apr. 2009 till Oct. 2009
- Employer** : E.T.A.G. (Hospitality)
- Job title** : HR Coordinator
- Dates** : From Aug. 2006 till Apr. 2009
- Employer** : Egyptian International for Trading & Supplies (E.I.T.S)
EITS is a leader in the retail and wholesale Tableware representing the finest European & International brands such as: Villeroy & Boch, Peugeot, Zwilling, Guy Degrenne.
- Job title** : HR Coordinator
- Field of experience** :
- Expertise: Manage, direct, and coordinate human resource management activities of the organization to maximize the strategic use of human resources and maintain functions such as employee compensation, recruitment, personnel policies.
 - Deal with the governmental departments (labor office - social insurance office ...etc.).
 - Administer compensation, benefits and performance management systems.
 - Identify staff vacancies and recruit, interview and select applicants.
 - Provide current and prospective employees with information about policies, job duties, working conditions, wages, opportunities for promotion and employee benefits.
 - Perform difficult staffing duties, including dealing with understaffing, firing employees, and administering disciplinary procedures.

- Analyze and modify compensation and benefits policies to establish competitive programs and ensure compliance with legal requirements.
- Serve as a link between management and employees by handling questions, interpreting and administering contracts and helping resolve work-related problems.
- Plan, direct, supervise, and coordinate work activities of subordinates and staff relating to employment, compensation, labor relations, and employee relations.
- Analyze training needs to design employee development, language training and health and safety programs.
- Maintain records and compile statistical reports concerning personnel-related data such as hires, transfers, performance appraisals, and absenteeism rates.
- Conduct exit interviews to identify reasons for employee termination.
- Direct the HR team to deliver comprehensive services to the other departments.
- Implement the HR policies & procedures and ensure that they are up to date with the labor, insurance law and informing the top managers with any changes in the policies.