

Holds a B. A. in Law and has over 12 years hands-on experience, including 8 years working in HR and 3 years as a Lawyer.

PERSONAL DATA

Nationality : Egyptian
Birth Date : 18/09/1982
Gender : Male
Marital Status : Married
Residence : Maadi, Cairo

EDUCATION

: B. A. in Law, Ain Shams University, 2003
: Secondary Education: El-Maadi High School, 1998

LANGUAGES

Arabic : Native Language
English : Very Good

COMPUTER SKILLS

: Windows, MS Office, Internet

TRAINING COURSES AND CERTIFICATIONS

: General English programmer course in British Council.
: Training in Legal Department in GUPCO Petroleum Company.
: ICDL course in Microsoft Education Center.
: Certificate for attending the course for strategic human resources & leadership skills.
: Hits program (HR data base).

CHRONOLOGICAL EXPERIENCE RECORD

Dates : From Jan. 2016 till now
Employer : Raya Holding Company - in the head office, Smart Village
Job title : HR Officer

Dates : From Dec. 2014 till Oct. 2015
Employer : Orbit Group for Real Estate Investment
Job title : Personnel Manager
Job Description : Established HR Department.

Dates : From Apr. 2014 till Dec. 2014
Employer : British Petroleum Company
Job title : Section Head in HR Department

Dates : From Mar. 2009 till Mar. 2014
Employer : Ahmed Abdel-Warith (AAW) Consulting Engineers Company
Job title : Personnel Coordinator
Job Description :

- Identify legal requirements and government reporting regulations affecting human resources functions and ensures policies, procedures and reporting are in compliance.
- Keep records of benefits plans participation such as Medical insurance plan, personnel transactions such as hires, promotions, transfers, performance reviews and terminations, and employee statistics for government reporting.
- Respond to inquiries regarding policies, procedures and programs.
- Administer salary administration program to ensure compliance and equity within organization.
- Prepare reports to reduce absenteeism and turnover.
- Prepare and maintain employment records, carrying out all personnel functions and handle all issues related with governmental authorities.
- Investigate accidents and prepares reports for insurance carrier.
- Handle the required data regarding employees' attendance, leaves, vacations, penalties.
- Prepare employee separation notices and related documentation.
- Manage the preparing and closing of social and medical insurance accounts provided by the company to employees.
- Identify training needs of the staff in collaboration with line managers and preparing the annual Training plan.
- Search for training providers in terms of best terms and prices for the provided courses.
- Evaluate and control the quality of all training programs in order to ensure the efficiency of the training.

Dates : From Jun. 2005 till Feb. 2008
Employer : Salutations Lawyer Office in higher court and the Council of State
Job title : Lawyer
Job Description :

- Attendance for those concerned before the courts and tribunals and administrative authorities of jurisdiction and views the criminal investigation.
- Administrative and police services and their defense in cases before them or to them and carry out proceedings and judicial proceedings relating to them.

- Examination of complaints and conduct administrative investigations and the formulation of regulations and internal decisions and internal decisions of these bodies.