

Holds B. Sc. in Agricultural Science, Human Resources Management, Business Administration and Mini Masters of Business Administration (Mini MBA). Has over 14 years of experience in Leadership Level, including 8+ years working in HR field.

PERSONAL DATA

Nationality : Egyptian
Birth Date : 27/09/1979
Gender : Male
Marital Status : Married
Residence : 10th of Ramadan City

EDUCATION

: B. Sc. in Agricultural Science (Agriculture / Chemical Pesticides), Ain Shams University, 2002
: Business Administration, Open Learning Center – Ain Shams University, 2015
: Mini Masters of Business Administration (Mini MBA), Leopard Education and Training Center, 2015
: Human Resources Management, American Institute of Professional Studies (A.I.P.S), 2016
: SPHRi (Senior Professional in Human Resources - International) (on-going), HRCI (Human Resources Certification Institute)

LANGUAGES

Arabic : Native Language
English : Excellent
French : Fair

COMPUTER SKILLS

: Windows, MS Office, Internet

TRAINING COURSES AND CERTIFICATIONS

: Computer courses:
IC3 Certificate / Publisher / E-Taqyeem Programs (Electronic Evaluation for Foundation Program) / MS Project / Excel, Advanced Course / Adobe Photoshop / E-Strategy Program / Power Point / Visio / Aris Program (Process Resolution Program) / Aris Designer Program (Operations Designers) / P.B.Views (KPIs Management).

- : Technical courses:
Management and Development of KPIs / Costing Training Courses / Implementation of Internal Audit / Introduction to Project Management Professional (PMP) Training Course / Occupational Safety and Health (OHSAS 18001) for Supervisor / Strategic Planning Skills / Internal Audit Cycle on Systems / Basic of Institutional Foundation and Combined Operation Development / Processes Management and Improvement / ISO:9001 Requirements / Inspection Methods and Skills / Judicial Seizure- by Dubai Municipality GM / Restaurant Management Training Course - Americana Training Center / Shift Management Training Course - Americana Training Center.
- : Outstanding Performance Award (Award for Performance Exceeds Expectations), Dubai Government (2010).

CHRONOLOGICAL EXPERIENCE RECORD

- Dates** : From Jan. 2016 till now
- Employer** : AC Boilers / Sofinter Group ITALY, Egypt Branch (Suez Site)
- Job title** : HR & Administration Site Manager
- Job Description** :
- Develop and Implement HR Strategies and Initiatives Aligned with the Overall Business Strategy.
 - Manage all HR tasks for all site employees (HR Operations).
 - Manage Visas, Residence Permits and Residence Renewal Process.
 - Coordination between the Site and the Egypt Branch in Cairo and Head Office in Italy.
 - Manage General Services like Transportation, Housing and Meals.....etc.
 - Dealing with the Government, Security and Official Authorities Regard to the Project Site.
 - Follow up of any new Labor Laws Updates and ensure Legal Compliance.
 - Stay on Pay Plan and Benefits Program.
 - Purchasing & supplying management.
 - Document Control management.
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- Dates** : From Nov. 2012 till Jan. 2016
- Employer** : EI-Wahsh Construction Company, Egypt
- Job title** : HR & Administration Manager
- Job Description** :
- Maintain Management Guidelines by Preparing, Updating, Recommending HR Policies & Procedures.
 - Plan, Develop and Implement HR Strategies and Initiatives Aligned with the Overall Business Strategy.
 - Prepare Business Action Plans for HR and Administrative Affairs.
 - Manage and Update the Company's Needs of Human Resources.
 - Lead the Recruitment and Selection Process.
 - Repair Work Structure by Updating Job Requirements and Job Descriptions for all Positions.
 - Stabilize the Conditions of Employees and Reduce Recycling Processes.
 - Work on the Development of Institutional Loyalty.
 - Implement Rules and Regulation that Ensure the Organization of Workflow.

- Oversee and Manage a Performance Appraisal System that Drives High Performance.
- Provision of Effective Training and Development Programs for Employees.
- Nurture a Positive Working Environment.
- Stay on Pay Plan and Benefits Program.
- Exercise Financial Authorities According with Company Financial Rules.
- Submit Periodic Reports to the Company Officials after Discuss it with the Stakeholders and Managers.

Dates : From Nov. 2007 till Nov. 2012

Employer : Dubai Government, UAE

Job title : Performance Management Supervisor "Engineer"

Job Description :

- Participate in Setting Goals of Department Based on Dubai Government Strategic Plan.
- Track the Units' Operational Plans to Ensure the Achievement of Strategic Plan.
- Consult with Management to Identify Business Processes.
- Identify & Evaluate Business Initiatives to Ascertain Appropriate Programs that Meet GOV. Goals.
- Develop Methods for Data File Formatting, Data Analysis, Methodologies and Management Reporting.
- Identify Data Collection Tools, Data Sources, Benchmarks and Performance Targets.
- Develop Methods of Measuring Staff Performance to Align with Organizational Goals.
- Develop KPIs to Ensure Appropriate Performance Measurement.
- Measure and Analysis the Performance of Departments and Employees Productivity.
- Submit Periodic Performance Reports to Identify the Important Achievements or Problems that Impede the Work Progress and propose corrective actions then ensure their implementation.
- Help Employees Create Tasks or Projects Timelines and Deadlines.
- Support / Develop Employee Abilities Through the Provision of Effective Training Programs.
- Recommend Training and Development Systems.
- Diagnose Potential Organizational Problem Areas.

Dates : From Feb. 2006 till Jul. 2007

Employer : Kuwait Food Company – Americana (KFC Brand), UAE

Job title : Manager

Job Description :

- Responsible for all Restaurant Operations (Cleanliness / Quality / Financial / Maintenance...etc.).
- Achieve the Goals of the Company Plan (Marketing / Sales / Profits / Costs / Customer Satisfaction...etc.).
- Application of Regulations and Company Policies.
- Responsible for the Management of all Employees and Raising the Level of their Productivity.
- Follow up Equipment Maintenance in Coordination with Specialized Department.

- Responsible for Training and Follow up Training for all Employees.
- Resolve Complaints from Customers While Attaining the Highest Level of Customer Satisfaction.
- Implement Security and Safety Requirement Standards.
- Dealing with Technical or Official Audits External and Internal.

Dates : From Sep. 2002 till Feb. 2006

Employer : Spider Maintenance Company (Hygiene and Pest Control), Egypt

Job title : Deputy Technical Manager

Job Description :

- Manage Service Implementation and Follow up Daily Work and Periodic Reports.
- Evaluate Employee Performance and Provision of Effective Training and Development Programs.
- Participate in Selection Process of New Employment.
- Deal with Complaints Received.
- Follow up Sales and Marketing Services.
- Apply Quality Standards.
- Ensure the Application of Safety and Security Requirements.

Field of experience :

- Over 14 years of experience in Leadership Level, including 8+ years in HR field:
 - 5 years in Dubai Government as a Performance Management Supervisor.
 - 3 years as a HR & Administration Manager in Construction Company.
 - HR & Administration Site Manager at International Company, National Project (Right Now).
- Ability to Lead and manage all HR Functions with a Vision to Build the Future.
- Outstanding Organization Skills in Attention to Details and Ability to Analyze Data for Reports.
- High Sense of Responsibility towards my Work, Excellent Ability to Work under Pressure and Meet Deadlines.
- Notable Communication and Persuasive Skills when speaking with Colleagues and Seniors.