

Holds a Bachelor degree and has more than 13 years experience working in HR field.

PERSONAL DATA

Nationality : Egyptian
Birth Date : 19/08/1982
Gender : Male
Residence : Heliopolis, Cairo

EDUCATION

: Bachelor Cultivate (Dept.: Management Agricultural Projects), 2003

LANGUAGES

Arabic : Native Language
English : Good

COMPUTER SKILLS

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

TRAINING COURSES AND CERTIFICATIONS

- : Study MBA in Cairo University.
- : Professional Certificate in Management of Human Resources from Grand Academy in AUC in 2017.
- : Training for a year in the Egyptian Countryside Care Association for Community Development of the Ministry of Solidarity in the field of human resources management (from Dec. 2015 till Dec. 2016).
- : Course in the management of human resources of the site Edrak.com in 2016.
- : Professional Certificate in management of human resources from Ain Shams University in 2015.
- : Professional Certificate in management of human resources from Cairo University in 2015.
- : Computer Course in LC Academy in Egypt (2004).
- : Training in Sina Institute for Tourism (2003).

CHRONOLOGICAL EXPERIENCE RECORD

Dates : From Apr. 2015 till now
Employer : D/ Yassin Abdel Ghaffar Hospital

- Job title** : HR Manager
- Job Description** :
- Overseeing the full recruitment cycle, in particular contract preparation.
 - Providing specialist information and guidance to employees and managers on HR policy and practice and employment law.
 - Ensuring that all company policies and procedures are up to date in line with current employment law.
 - Work of the job description of all the functions of the hospital.
 - Managing pay-roll operations.
 - Developing and implementing the performance appraisal system for the company and coordinating it with other line managers.
 - Identifying the training needs, developing training programs to ensure constant learning and development of employees.
 - Developing HR policies.
 - Keeping abreast of changes in HR policies and procedures.
- Dates** : From May 2013 till Apr. 2015
- Employer** : D/ Yassin Abdel Ghaffar Hospital
- Job title** : Deputy Manager of Human Resources Department & Acting Managing Manager
- Job Description** :
- Fulfillment of Messrs own staff salaries a month and any other rewards are given in this regard and work deductions and pensions of their own.
 - The work of the first appointment for new staff interview.
 - Responsible for dealing with government agencies such as the Social and Labour Office.
 - Departments responsible for hospital services such as hospitality – security – nutrition – sink – medical secretarial.
- Dates** : From Oct. 2011 till May 2013
- Employer** : D/ Yassin Abdel Ghaffar Hospital
- Job title** : HR Generalist
- Job Description** :
- The announcement of the company's need for employees.
 - All follow-up procedures for new appointments and procedures takedown.
 - Open a file for the new employees and save and arrange all the staff and employees in all functional categories of files.
 - Follow-up commitment to working schedules daily attendance and leave.
 - Implementation of the hospital's policy on vacations and Alaodhunat system.
 - Responsible for dealing with government agencies such as the Social and Labour Office.
- Dates** : From May 2010 till Oct. 2011
- Employer** : City Cab Co.
- Job title** : Observer Quality
- Job Description** : Responsible for monitoring the performance of employees and train new employees and training them to work Takimat Performance and the Work Reports of the Director General.

- Dates** : From Oct. 2008 till May 2010
Employer : City Cab Co.
Job Description :
 - Work in Call Center Department.
 - Responsible for handling customer calls and making their reservations.
- Dates** : From Apr. 2006 till Oct. 2008
Employer : Cairo Radio Cab Co.
Job Description :
 - From Mar. 2007 till Oct. 2008: Training the employee using the applications installed for booking the cab and solving any problem.
 - From Dec. 2006 till Mar. 2007: Working in Dispatching Department, responsible for creating the plan for the cars so as to be able to end most of the reservations successfully.
 - From Apr. 2006 till Dec. 2006: Working in Call Center Department, responsible for handling customer calls and making their reservations.
- Dates** : From Aug. 2004 till Apr. 2006
Employer : El-Wadi Company for tourism
Job Description :
 - From Aug. 2005 till Apr. 2006: Working as Public Relations.
 - From Aug. 2004 till Aug. 2005: Working as Supervisor.
- Dates** : From Feb. 2004 till Aug. 2004
Employer : El-Shark El-Awst Co. for chemicals
Job title : Sales Representative
- Field of experience** :
 - Experienced Manager who is familiar with all the best HR practices and policies, and who knows how to effectively apply them in the workplace.
 - Has first-hand experience of managing and developing HR teams which can positively enhance recruitment campaigns.
 - One of his greatest strengths is being able to ensure that an organization employs the right balance of staff in terms of skills and experience.