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| |  | | --- | |  | | |  |  |  |  | | --- | --- | --- | --- | | **Gender:** | Male | **Nationality:** | Egypt | | **Year of Birth:** | 1978 | **Marital Status:** | Married | | **Military Service:** | Exempted | | | | | |  | | --- | |  | | | |  | | --- | | **Education** | | | |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Date** | **Degree** | **Field** | **Institution** | **Country** | | 2000 | **University Degree** | Administration Sciences | Institute of Cooperation. – Ain Shams University. | Egypt | | 2001 | **Accountant Preparing Diploma** | Accountant | Cairo Governorate – Information & Technology Center. | Egypt | | 2008 | **ICDL Certificate** | International Computer Driving License | European Computer Driving License Foundation. | Egypt | | 2009 | **Mini BMA Certificate** | Business Administration | International Arab Academy of Training & Development. | Egypt | | 2009 | **Gold of the Desert King** | Decision Making | New Horizon. | Egypt | | 2013 | **Consultant in International Arbitration** | Investment, Banking Contracts | Cairo University. | Egypt | | | **Professional Experience** |  |  | | --- | |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **Date** | **From:** | 1/1/2011 | **To:** | **20/11/2015** | **Country: Riyadh zone** | **SAUDI ARABIA** |  |  |  | | --- | --- | | **Employed with:** | **Laden Group (SBG).** | | **Sector:** | Architectural & Building Construction Department (ABCD). | | **Job Function:** | 1. Princess Norah University as **Project Administration Manager**. 2. South Boarder Infrastructure as **Project Administration Manager.** 3. Projects for Ministry of Interior **KAP3** as **Project Administration Manager.** 4. Project of **KAFP** as **Project Administration Manager** **for QA/QC Department.** | | **Brief Description of job:** | 1. Time Attendance Sheets. 2. Making Salaries Lists ( payroll ). 3. Following up Iqamas (Issuing + Renew), Vacations, and Banks Accounts ….etc. 4. Coordinate Manpower Distribution & Reallocation. 5. Performs other HR work-related duties as of social insurance procedures, payroll system, attendance, overtime...etc |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **Date** | **From:** | 1/5/2010 | **To:** | 1/1/2011 |  | **EGYPT** | | **Employed with:** | “**specialized in finance and banking** | | | | | | | **Sector:** | Administration. | | | | | | | **Job Function:** | Human Resource Director. | | | | | | | **Brief Description of job:** | 1. Facilitates and/or provides training (including orientation) for Manpower. 2. Provides assistance to the recruiting team as needed. This may include interviewing, screening. 3. Assist in the implementation and rollout of regional training programs. 4. Conducts new hire orientation. 5. Performs other HR work-related duties as of social insurance procedures, payroll system, attendance, overtime...etc | | | | | | |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **Date** | **From:** | 1/1/2007 | **To:** | 1/4/2010 |  | **EGYPT** |  |  |  | | --- | --- | | **Employed with:** | **Olympic Group – B tech.** | | **Sector:** | Administration. | | **Job Function:** | Deputy Director of the Administration Manager (Admin Service Section Head). | | **Brief Description of job:** | 1. Set the yearly Administration budget for the company through communication to ensure better service delivery for all departments. 2. Plan and organize all activities related to facilitation of work flow through setting work plan for office boys, cleaning boys and messengers. 3. Apply security standards through supervising the service provider officers in order to ensure company's capital security 4. Coordinate Manpower Distribution & Reallocation. 5. Facilitates and/or provides training (including orientation) for Manpower. |  |  | | --- | |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **Date** | **From:** | 2002/10 | **To:** | 2006/12 |  | **EGYPT** |  |  |  | | --- | --- | | **Employed with:** | **Press co.** | | **Sector:** | Accountant. | | **Job Function:** | Accountant. | | Brief Description of job: | 1. Prepare profit and loss statements and monthly closing and cost accounting reports. 2. Compile & analyze financial information to prepare entries to account, such as general ledger accounts   and document business transactions.   1. Prepare and review budget, revenue, expense, payroll entries invoices & other accounting documents manually or the computerized system as required. 2. Analyze revenue and expenditure trends and recommend appropriate budget levels, and ensure   expenditure system.   1. Explain billing invoices and accounting policies to staff, vendors and clients. 2. Resolve accounting discrepancies. 3. Interact with internal and external auditors in completing audits. |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Languages:** | |  |  | | --- | --- | | English: Very Good |  | | Arabic: Mother Tongue |  | | | **PC Competence:** | Expert |  |  |  | | --- | --- | |  |  | |  | | |