

***HISHAM***

***HISHAM.338111@2freemail.com***

# Personal Information

Marital status : Married

Nationality : Egyptian

Date of Birth : December 8th, 1965

# Education

***2002***

**American University in Cairo**

Alexandria, Egypt.

**Diploma of Human Resources Management**

***1987***

**Police Academy**

Cairo, Egypt.

**Bachelor Degree of Police Science & Law License**

## Work Experience

***MAR'02 - Up to date***

**Commercial International Bank**

**Main Branch, 61, Sultan Hussein St.,**

Alexandria, Egypt.

***Position:*** **associate director remote area**

 **Corporate services and facility management department**

 **Handling (80 branches )**

**Job description**

* **ADMINISTRATION**

. Organize, implement and follow up all administrative tasks for remote area covering:-

Alex-marsa matrouh-delta- canal –upper Egypt – Sinai – hurghada

.maintenance for all assets and companies

. security and fire fighting

**. warehouses, microfilm ,archiving**

**. Mail, fax, cheques, miscellaneous expenses, newspaper subscription.**

**. Locations for new branches & ATMs**

**. Vehicles, drivers and messengers.**

**. Fixed assets Inventory.**

**. Renew contracts.**

**. cleaning & all secretarial works.**

**. Freight Service.**

**. Distribute workloads on subordinates, and set action priorities and time For Implementation**

**.decrease purchasing cost**

**- SECURITY**

**. Make plans for evacuation & emergencies.**

**. Set the procedures between the bank and other security companies.**

* **GOVERNMENTAL RELATIONS**

**All governmental, public relations in Alex & Delta**

**And hotels ,travel agents, ports authority ,**

***MAY'99 - NOV'01***

**Helnan Palestine Hotel**

**Montaza Palace Gardens**

Alexandria, Egypt.

***Position:*** **Security** **Manager, and governmental relation manager.**

***1987 - 1999***

**Ministry of Interior**

**Alexandria Security Governorate**

Alexandria, Egypt.

***Position:*** **Working Officer – Major**

***Duties:*** **-** **Alex. Police Horsemanship Unit Manager (2 years)**

**-** **General Manager of Alex. Police Club (5 years)**

**- Public Relations Manager (3 years)**

**-** **Central Security Forces Officer (3 years)**

## TRAINING

**Helnan Palestine Hotel**

**Montaza Palace Gardens**

Alexandria, Egypt.

Training courses attended:-

**. Hotel Management Skills**

**. Hotel Objective Seminar**

**. Industrial Safety Training**

**. Fire Fighting Training**

**Ministry of Interior**

**Alexandria Security Governorate**

Alexandria, Egypt.

Training courses attended:-

**. Guarding VIPs**

**. Guarding Strategic Establishments**

**. Artillery Weapons Practicing Course**

**. Life Shooting Practicing Course**

###  Commercial International Bank

. Orientation seminar

. Gung Ho seminar

. 7 habits of highly effective people

## Languages

Arabic : Mother tongue

English : Good command (spoken & written)

## Computer Skills

– Professional in : Windows XP & MS Office'2000 software (Word, Excel, PowerPoint, etc.)

– Internet navigation

 E-mail : MS Outlook and MS Exchange

 **Personal Skills**

.Excellent interpersonal communication skills.

.Enthusiastic and hard working.

.Capability to work efficiently within a group.

.Capability to manage a whole department.

.Analytical approach to problem solving.

.Excellent organization skills.

.Prioritization skills.

.Diplomatic and decision making skills.

.Public relation talent.

.Ability to travel when business need.

## Hobbies& sports

.Equestrian horse riding, exercising, tennis and traveling.

## Additional information

** Having a valid Egyptian private and international driving license**

** All original certificates and documents are available upon request**