**ASHRAF**

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**Objective:**

**I am a hard charging manager who is always seeking to fulfill my own and my subordinate’s full potential. I set audacious goals and then define the Strategies to achieve them and then energize and enable my team towards excellent execution.**

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| **Additional Information** | **Nationality*** Egyptian.

**Language*** Native language : Arabic **Excellent** (spoken & written)
* 1st language : English **Excellent** (spoken & written)

 All **English Course from Berlitz****Birth Date** : 13 JUNE 1976.**Military Status** : Exempt.**Marital Status** : Married. |
| **Education** | * BC. A Law and Police Science, **May 98**.
* Faculty of Police (Police Academy).
* Degree : **Very Good.**
* Graduation Project : **Very Good.**

(Securing of tourist sight, **V.I.P**, Embassies and important buildings)  |
| **Main Working****Working Experience more than 20 years**  | **\* Police Officer Captain** **\* EOT Retention Non-Technical Specialist at Huawei Int Company (Etisalat project)****\* EOT Retention Non-Technical Area Manager Sinai, Delta and Upper sites (Team Leader) at Huawei int Company (Etisalat Project)****\* NOC Access control team and security project Manager (Team Leader) at Huawei Int (Etisalat project)****\* Cairo Branch Administrative Operation and deputy Security Manager (Team Leader) at Juhayna Com.****\* Administrative Operations and Deputy Security Manager (Cairo Region) (Section Head) at Juhayna Com.****\* Director of Legal Business Development at A.A Legal Group in Dubai, UAE**1. **Director of Business Development (Management) at A.A Legal Group (Monther Hammadi for Advocates & Consultants) in Dubai, UAE:** ( 2016 to present)
* Establish and Build L.B.D Team of Department
* Put strategy and action plan of Department
* Training New Staff of Department
* Put Administration plan of Company
* Planning and overseeing new marketing initiatives
* Put Plan and Strategy Of Company with CEO to develop it and follow up and evaluate to improvement the performance.
* Censoring and follow up all performance of legal department and PRO department
* Put Plan of solving problems
* Open new Market inside and outside UAE.
* Establish the Operation Process under protection ways in company.
* looking for, Open, Deal and Sign contract with sub contract outside UAE
* Supervise of our Branches in or out UAE.
* Evaluating and executing new investments and businesses.
* Investment Advice - Business plans, investment support etc
* Manpower Planning, Budgeting & Strategic planning with Finance department.
* Conducting on board and Induction Training to the recruited employees
* Performance Appraisals, Talent Management
* Develops strategic plan by studying technological and financial opportunities; presenting assumptions; recommending objectives.
* Builds company image by collaborating with customers, government, community organizations, and employees; enforcing ethical business practices.
* Maintains quality service by establishing and enforcing organization standards
* Contributes to team effort by accomplishing related results as needed.
1. **Administrative Operations Manager and Deputy Security Manager (Cairo Region) at Juhayna. ( 4 Cairo Branches + 100 between Guards and Employees under me):**(2015 till 2016)
* Choose the suitable location to build or rent the branch and dealing to get it with all revised the license. (commercial registration – industrial registration – operating license).
* Established the Operation system of the Branches.
* Following Up and Manage the Operation Managers of the Branches in Cairo
* Established the Admin system and how to following up with the employee’s affairs department and security department.
* Responsible for all Branch’s in Cairo and managing the opening preparation of all new Branch (Safety & Security systems implementation, Negotiation with Security & Cleaning service providers, Transportation).
* Lead and Maintains administrative staff by recruiting, selecting, orienting, maintaining a safe, secure work environment; developing personal growth opportunities.
* Following up with the Sup contracts (Security- HK- Transportations-Labors-Pest control- Garbage Collection)
* Following up with the Branches Licenses with government.
* Manage the Operation with Administration with Security.
* Following up with fleets and maintenance.
* Manage and Facility the daily process with sales+ WH + Quality (all departments) of the Branches.
* Accomplishes staff results by communicating job expectations; planning, monitoring, and appraising job results; coaching, counseling, disciplining employees; initiating, coordinating, enforcing systems, policies, and procedures.
* Provides supplies by identifying needs for reception, switchboard, mail room, establishing policies, procedures, work schedules.
* Provides communication systems by identifying needs; evaluating options; maintaining equipment; approving invoices.
* Completes special projects by organizing, coordinating information and requirements; planning, arranging, meeting schedules; monitoring results.
* Achieves financial objectives by anticipating requirements; submitting information for budget preparation; scheduling expenditures; monitoring costs; analyzing variances.
* Maintains continuity among corporate, division, and local work teams by documenting and communicating actions, irregularities, continuing needs.
* Contributes to team effort by accomplishing related results as needed. Maintains a safe.
* How to Established and Manage to get the ISO 14001 - 18001 international for company.
* Facility with inspection of Governments.
* System evaluation by job description.
* Established the security system with security plan and evaluate it sharing with the Sup-contract of Security Company.
* Put and following the plan of Security and plan of Crisis.
* Produce and update risk and threat assessments relevant to the region, so as to provide early warning of regional or local threats that may affect Juhayna’s operations
* Responsible to monitoring the security operations for any organizational or company implement security policies, regulation, rules, norms, and make sure that the environment in their organization is safe for employers and visitors and customer. check, monitor the access control of the people who are visiting the company
* Apply, Develop and manage the emergency response process and crisis management strategy, including the ongoing monitoring of threats and risks that may impact the business continuity.
* Establishing and Adjusting the CCTV system and the network back bone supporting this system.

1. **New Cairo Branch Operation & Security Manager at Juhayna:**(2013 to 2014)
2. [**NOC Access and Security control Room Manager at Huawei Int (Etisalat Project)(100 Employees under me).**](https://www.linkedin.com/vsearch/p?title=NOC+Access+and+Security+control+Manager+%28Etisalat+Project%29+outsouring&trk=prof-exp-title)**:**(2012 -2013)
	* Establishes and Manage Access and Security Control Team and Security project Huawei int Company (Etisalat).
	* Established The Access Control room to following up the access of sites outside Cairo and to send to the retention team to solve it with NOC
	* Lead and Following up the Access control team more than 100 employees
	* Co-operate with NOC to manage the access sites.
	* How to train the team of Access control room and evaluate, monitoring them.
	* Lead more than 100 employees and 4000 sites.
	* Monitoring more than 4000 sites outside Cairo by access team.
	* Put the security and save plan of more than 4000 sites (rooftop- greenfield)
	* Improvement the Security and Access plan of more than 4000 sites.
	* Following up access with EOT Retention and with guards of sites.
	* Shall notify the any stolen case with the Retention team and following up with them.
	* Send the permission for ROT Expansion team to enter the sites
3. [**EOT Retention And Security Area Manager of Sinai, Delta, Upper at Huawei Int (Etisalat Project) outsourcing**](https://www.linkedin.com/vsearch/p?title=EOT+Retention+Area+Manager+of+Sinai%2C+Delta%2C+Upper+%28Etisalat+Project%29+outsourcing&trk=prof-exp-title)**( 2000 Sites with Bedoweens Guards under me):**(2010 - 2012)
	* EOT Non-Technical Administrative of Sinai, Delta and Upper Sites of Etisalat
	* Lead and Following up the retention team sup-contract (Alkan).
	* How to keep the site on line without any access non-technical manage.
	* Co- Operate with ROT and technical team of Expansion.
	* legal affairs, administration affairs (Stolen Police report- guard contract- rent cheques- rooftop rent- access into and out from the site...etc).
	* Lead and Responsible for hiring the guards of sites
	* Lead and Following up with guards of sites within the team sup-contract company team (Alkan)
	* Make the Stolen Sites report more than 3500 sites weekly and following up of them
	* Put the plan to how to Save and Secure the sites.
	* Following up the access non-technical and how to deal with it
4. **EOT Specialist Retention And Security Sinia Area Manager at Huawei Int (Etisalat Project) (500 Sites with Guards under me):**(2008 to 2010)
	* EOT Non-Technical Administrative of Sinai Sites Of Etisalat
	* Lead and Following up the team of retention of sup-contract (Alkan).
	* How to keep the site on line without any access non-technical manage.
	* Co- Operate with ROT and technical team + FM of Expansion.
	* legal affairs, administration affairs (Stolen Police report-guard contract- rent cheques- rooftop rent- access into and out from the site...etc).
	* Lead and Responsible for hiring the guards of sites
	* Lead and Following up with guards of sites within the team sup-contract company team (Alkan)
	* Make the Stolen Sites report more than 3000 sites weekly and following up of them.
	* Put the plan to how to Save and Secure the sites.
	* Following up the access non-technical and how to deal with it.
5. **Police Officer at Ministry of Interior (Captain. 10 Officers + 500 between Supervisors and Soldiers under me):** (1998 to 2008)
	* Quick intrusion.
	* Security confronting.
	* Tactical archery
	* Commandos
	* Break down riot / trouble.
	* Security crises
	* Protection and security buildings.
	* Public relations.
	* Security patrols.
	* Administration and financial department**.**
	* Ability to investigate and evaluate complex safety problems and issues.
	* Ability to sound judge to choose between alternatives and act on decisions.
	* Knowledgeable in the gathering, organization and analysis of data and complete comprehensive reports.
	* Inter-acts well with other employees at all levels of the organization.
	* Ability to analyze situations accurately and make timely and effective recommendations.
	* Interpret safety and environmental guidelines and regulations.
	* Excellent communication skills with strong teamwork ability.
	* Experience in working with multi-national groups and crews.
	* Assists in the development and implementation of emergency procedures.
	* Recommends follow-up action for security breaches.
	* Conducts investigation of all losses of property assets and refers to proper management for disposition.
	* Deploys security staff to effectively monitor and protect property assets.
	* Complies with all Corporate Security safety and security management guidelines and procedures.
	* Completes proper documentation and reports all employee accident and general liability incidents to Claims Reporting Service.
	* Conducts periodic patrols of entire property and parking areas.
	* Recognizes success across areas of responsibility.
	* Handles guest problems and complaints, settling disputes, and resolving grievances and conflicts, or otherwise negotiating with others
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| **Specialization courses** | * **Communication skills (Ministry of Interior).**
* **Problem solving (Ministry of Interior).**
* **Negotiation skills (Ministry of Interior).**
* **The General Ocha for Construction and Industry from Dr\ Wagdi Seffian from AUC:** related to occupational safety & health administration
* **The Risk Assessment courses from Dr\ Wagdi Seffain from AUC:** related to how to assess all hazard cause the risk in any building or construction and put the plans how to control in it or minimize.
* **The Fire Marshal courses from Dr\ Wagdi Seffain from AUC:** related to how to assess all of hazard cause the fire and put the plans how to minimize.
* **HIP** ( High Impact Presentation) at (**Dale Carnegie Center)**.
* **The 7 HABITS of highly effective people for (Franklin Covey) (LTC).**
* **First Aid at ( Egyptian Red Crescent).**
* **Managing 3 at (Trainera) (Simdustry) Mr. Walid Nabil.**
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|  **Working****Area** | **From 2016 till now: A.A Legal Group ( Monther Hammadi for Advocates & Consultants) Dubai, UAE:*** + Director of Legal Business Development

 **From 2013 till 2016: Juhayna. Int Com:*** + Cairo Branch Operation Manager (Team Leader) .
	+ Administrative Operations Manager and Deputy Security Manager (Section Head) (Cairo) at Juhayna.

**From 2008 till 2013: Huawei International Company (Etisalat Project) outsourcing:*** **Retention Manager:**
	+ Retention and Security Specialist in EOT department at Huawei International Company (Etisalat Project).
	+ EOT Sinai area Retention Manager (Team Leader).
	+ EOT Delta and Sinai area Retention Manager (Team Leader).
	+ EOT Upper, Delta and Sinai area Retention Manager (Team Leader).
	+ NOC Access and security control team and security project Manager (Team Leader) at Huawei Int Company (Etisalat sites outside Cairo project).

**From 2005** **- 2008** : Police Officer Security authority of EL Qahera **(Sector South)*** Security patrols **General Division**
	+ Computer department.
	+ Patrol head.
	+ Administration and financial affairs.
	+ Securing of hotels, banks and Jewelry shops.
	+ Protection and security buildings.
	+ ­­Protection and
	+ Security the home of Israel ambassador in Egypt.

**From 2003 – 2005:** Police Officer Security authority of EL Qahera **(Sector West):*** Security patrols **General Division**
	+ Securing the Ministry of the Interior.
	+ Protection and security of USA Embassy and British embassy.

**From 1999 – 2003:** Police Officer Security authority of EL Qahera **(Sector South):*** Security patrolsGeneral Division
	+ Administration and financial affairs.
	+ Computer department.
	+ Patrol head.

**From 1998 – 1999:** Police Officer Security authority of EL Qahera* Elbasateen Police Station.
	+ Investigations Chief.
	+ Patrol head.
	+ Administration and financial affairs.
	+ Prisoners Guarding.
	+ Securing of hotels, banks and Jewelry shops.
	+ Protection and security buildings.

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| **Computer** **Skills** | * Excellent in :
	+ O.S wins 98, win2000 and wins XP.
	+ Maintenance of software and hardware.
	+ Internet user.
	+ Microsoft office 2003 (word, excel, power point and outlook).
	+ Professional programmer using Access as a database.

 Training course: 2004 - 2005* Microsoft Access introduction level.
* Microsoft Access advanced level.
* Sap system User.
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| **Personal****SKILLS** | * Excellent oral and written communication, presentation, leadership and selling skills. Self-motivated, good team player and work very good under stress.
* Ability to achievement of the work goals on time.
* Reliable, punctual, integrity, quality, passion, collaboration, eager and mature.
* Effective organizational and development programs
* Working effectively with Senior Executives and Executives teams
* The ability to align strategy to values and achieve business outcome
* Leadership and management development, executive coaching and mentoring
* Competency design, development & implementation
* Capability assessment and profiling
* Negotiation tactics and games
* Business and financial analysis work
* Workforce planning, resourcing and strategy development
* Balanced scorecard and organizational metrics
* Organizational change culture strategy, management and implementation
* Talent management and succession planning
* Job analysis, job evaluation, job families and design
* Performance management & benchmarking
* Company quality policies and procedure.
* Leader ship skills.
* Linguistic skills.
* Technical skills.
* Problem solving skills.
* Team work skills.
* Organizing.
* HIP
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