Ahmed.355216@2freemail.com

**Objectives**

To utilize my ability and capability which I believe are the strongest points I possess, to be more confident and well-equipped as a working individual in the world of business. I would like also to apply the knowledge/experiences that I have gained and to grow with a top-level company that would mold me mentally, socially, personally and financially as well. On top of that I would like to be one of a company's best assets.

**Personnel Skills**

* Self-motivated, smart assertive and equipped with good communication skills
* Ability to work well with levels of management and personnel.
* Ambitious and hardworking with commitment to excellence
* Flexible, thoroughness, desire to teach
* Ability to work under pressure.
* High Computer skills, Trouble shoots management
* Strong analytical skills, capable of assessing conditions and implementing appropriate intervention.
* Proven record of reliability, efficiency and responsibility.
* Resourceful, capable of implementing solutions to complex problems.
* Possess special sensitivity to meeting diverse needs in varied situations.
* Relate well to people from a variety of cultures. Participate actively in the quality improvement program of the department/unit.
* [Strategic Marketing - Marketplace Simulation](http://www.linkedin.com/search?search=&keywords=Strategic+Marketing+-+Marketplace+Simulation&sortCriteria=R&keepFacets=true&goback=%2Efps_PBCK_application+specialist_*1_*1_*1_*1_*1_*1_*2_*1_Y_*1_*1_*1_false_1_R_*1_*51_*1_*51_true_CC%2CN%2CG%2CI%2CPC%2CED%2CL%2CFG%2CTE%2CFA%2CSE%2CP%2CCS%2CF%2CDR_*2_*2_*2_*2_*2_157241_*2_*2_*2_*2_*2_*2_*2_*2_*2_*2_*2_*2_*2_*2)
* High slandered [Negotiation Skills](http://www.linkedin.com/search?search=&keywords=Negotiation+Skills&sortCriteria=R&keepFacets=true&goback=%2Efps_PBCK_application+specialist_*1_*1_*1_*1_*1_*1_*2_*1_Y_*1_*1_*1_false_1_R_*1_*51_*1_*51_true_CC%2CN%2CG%2CI%2CPC%2CED%2CL%2CFG%2CTE%2CFA%2CSE%2CP%2CCS%2CF%2CDR_*2_*2_*2_*2_*2_157241_*2_*2_*2_*2_*2_*2_*2_*2_*2_*2_*2_*2_*2_*2)
* Quality Control and Performance Monitoring

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| **Working Experiences**  **Nov 2013 – Present**11111A respected Abu Dhabi-headquartered contractor with an ambitious regional expansion strategy, Royal International Construction is a relatively new name on the UAE’s vibrant construction scene vision, but harnesses the strengths and heritage of its founders and the expert talents of its proactive management team.Royal International Construction is committed to cementing its position as a pre-eminent contractor and supplier of high quality professional services, employing over 500 construction experts located throughout the UAE, with an unparalleled skillset covering finance, architecture, design, mechanical and electrical engineering, as well as project management. A dedicated in-house team produces high standard technical bids and comprehensive and competitive commercial tenders. | **ROYAL INTERNATONAL CONSTRUCTION – Dubai – U.A.E**As: SENIOR PRO, ADMINISTATVE SUPERVISORJob Functions: * All UAE Government relations specialist. Municipality and RTA and the Ministry of Labor and Immigration and Economic Department and Ministry of Defense and Customs
* TECOM and DIFC and DHA experience
* Legal and administrative consultant , Performing all administrative works
* Typing and Clearing **Ministry of Labor and (Immigration EDNRD & Vision)**.
* Typing and Clearing All **JAFZA** and **DM** and **TARAKHEES** Transactions
* Registration of bank guarantees with the Ministry of Finance and the Ministry of Labor.
* Registration system for the protection of wages and activated with the Ministry of Labor.
* Financial transactions and banking.
* Keeps employee records up-to-date by processing employee status changes in timely fashion.
* Processes personnel action forms and assures proper approvals; disseminates approved forms.
* Maintains budget spreadsheet that includes salaries, payroll taxes and fringe allowances.
* Prepares paperwork required to place employee on payroll and establishes personnel file.
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|   **Sep 2008 – Nov 2013**AAAAA111 **Albaddad International Since 1971**AlBaddad International specializes in the manufacturing, and leasing of tents, prefabricated buildings and tents, used for all purposes. These include military, commercial or industrial projects, sports, banquet tents, whether for governmental or private use. All our designs, decorations and garden furniture, have grown to an estimated 450,000,000 tons in total. The CEO of AlBaddad International, is Mr. Zayed Hussein AlBaddad. AlBaddad International owns 3 000 000 square meters of tents in the Gulf region and is equipped with all [accessories](http://albaddadintl.com/albaddad-intl.php), air conditioning and lighting, furnishings, decorations and aluminum stock of 4 000 000 tons, making it a top supplier of aluminum internationally. | **ALBADDAD HOLDING – Dubai – U.A.E**As: PRO, AdministrativeJob Functions: * Legal and administrative consultant
* Typing and Clearing **ALL Ministry of Labour and Immigration** Transactions.
* Typing and Clearing All **JAFZA** Transactions.
* Registration of bank guarantees with the Ministry of Finance and the Ministry of Labour.
* Charge e-Dirham , And activating services
* Registration of bank guarantees with the Ministry of Finance and the Ministry of Labour.
* Registration system for the protection of wages and activated with the Ministry of Labour.
* Financial transactions and banking.
* Keeps employee records up-to-date by processing employee status changes in timely fashion.
* Processes personnel action forms and assures proper approvals; disseminates approved forms.
* Maintains budget spreadsheet that includes salaries, payroll taxes and fringe allowances.
* Prepares paperwork required to place employee on payroll and establishes personnel file.
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| **Dec 2006 – Aug 2008 :**barclays  **Barclays Bank** At the beginning of the 21st century, HP focuses on simplifying technology experiences for all of its customers, from individual consumers to the largest businesses. With a portfolio that spans printing, personal computing, software, services and IT infrastructure. **Aug 2004 – Aug 2006 :**mobinil3   **Mobinil**Egyptian joint stock company is proud to offer the best Bmbartha and service to its customers and the Egyptian market and is committed to the principle of neutrality since its inception not take any political or religious standpoint, but actively participates in the development. | **Barclays Bank - Egypt**As**: HR Specialist , Senior Administrative****Job Functions:** * Legal and administrative consultant
* Recruit, interview, test, select joiner workers to fill vacant positions.
* Plan and conduct new employee orientation to foster positive attitude toward Company goals.
* Respond to inquiries regarding policies, procedures and programs.
* Administer performance review program to ensue effectiveness, compliance and equity within company.
* Administer salary administration program to ensure compliance and equity .Investigate accidents prepare reports for insurance carrier.
* Prepare budget of human resources operations.Prepare employee separation notices and related documentation

**MOBINIL - Egypt**As **: HR Assistant****Job Functions:** * Prepare budget of human resources operations.
* Prepare employee separation notices and related documentation, and conduct exit interviews to determine reasons behind separation.
* Prepare reports and recommends procedures to reduce absenteeism and turnover.
* Represent company at personnel-related hearings and investigations.
* Conducts needs analysis studies and confers with managers and supervisors to determine training needs.
* Compiles data and analyzes past and current year training requirements to prepare budgets and justify funds requested.
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 **Honor or Award**

* Best employee for **ALBADDAD HOLDING – Dubai – U.A.E** Feb 2013 Certified
* Best employee for **MOBINIL – Egypt** Dec 2007 Certified

**Scholastic Record**

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| uaeu_signature | **UAE University** : * Professional Certificate in Human Resource
* Customer Service course
* Time management course
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|   |  |
| MCSE | **Computec – Egypt** – System analysis and design |
|   |  |
| 111 | **Computec – Egypt -**Web Design And Web Developer‏* Network Fundamentals
* Html , Php
* Adobe Photoshop
 |
|  | **Manarat Educational Consultancy –** Dubai - UAEInternational Certification Programme Trainer Excellence |

**Add. Education**

**- English Courses** : In the **American University** in Cairo

**- Microsoft Office :** Software & Internet-Expert in The British Academy ASER certificate in ISO systems and internal auditor course

**- American BELRTIZ** Course **level 4**( English, Computer, Ms Project, Conduct)Very Good degree.

- **Primary skills of Marketing course** (future society center) Customer service course.

- International Computer Driving License (**ICDL**) From **American BELRTIZ.**

**Languages Spoken**

* English: Fluent reading - writing
* Arabic : Mother Tongue

**Hobbies**

* Sports & Reading

I do hereby affirm and declare that all the information furnished above is true and correct to the best of my knowledge and belief.

 AHMED SHOKRY

 0555369707