



Abdelbaky Ahmad

Human Resources Manager

CONTACT

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Marital Status
Married

SKILLS

- Leadership and team management
- Time Management
- Problem Solving
- Teamwork
- Office Management
- Negotiation
- Decision Making
- Critical Thinking
- Communication

LANGUAGES
English (Level B2)

HOBBIES

- Soccer
- Travelling
- Walking
- Reading

PROFILE

Director of Human Resources Department with more than 20 years of experience in various industrial sectors such as contracting, industry and education. I was responsible for managing the human resources operations of recruitment, benefits and compensation, personal and organizational development, performance management, and personnel affairs, while supervising administrative work such as administrative services, stationery, public relations, administrative security, hospitality, permits and relations, archiving, maintaining and updating documents. Building Maintenance , .

PROFESSIONAL EXPERIENCE

Human Resource Manager, Negida Contacting, Ismailia Sep 2021 – Present

- Recruitment phase management - Employment White and blue collar
- Payroll and Compensation management
- Personal. Government office files management, Employees Files
- Performance Appraisal management
- Organizational Development, Drafting regulations and manual of policies and procedures - Organizational structure - Strategic planning for human resources, job analysis and description
- Training and development operations management.
- t operations management
- Preparing budgets (recruitment – training – salaries)
- Follow up HR Operations management in Projects
- Preparing and managing conferences and celebrations-
- Accommodation and cost management - car rental and cost
- Admin Affairs, hospitality, security, building maintenance, the buffet, stationery, permits, public relations, support services, Housing and transportation

Human Resources Manager, AL Mansour Modern School, Sharqia May 2018 - May 2021

- Recruitment phase management - Employment White and blue collar, budget
- Payroll and Compensation management
- Personal. Government office files management, Employees Files
- Performance Appraisal management
- Organizational Development, Drafting regulations and manual of policies and procedures, job analysis and description
- Training and development operations management, budget
- Preparing and managing conferences and celebrations-
- Accommodation and cost management - car rental and cost
- Admin Affairs, hospitality, security, building maintenance, the buffet, stationery, permits, public relations, support services, Housing and transportation

Human Resources Operations Manager, Hassan Allam Holding, Cairo

April 2016 - March 2018

- Managing all administrative works and human resources for projects
- Recruitment White and blue collar - salary preparation - performance evaluation
- Coordination between Projects and the Head Office
- Follow up HR Operations management in Projects
- housing and transportation - building maintenance - support services
- hospitality - stationery - permits – security

Human Resources Manager, EL Khatam Engineering works, Alexandria, Egypt

June 2012 - March 2016

- Recruitment White collar and blue collar - salary preparation - performance evaluation - housing and transportation - building maintenance - hospitality - stationery - security - support services - hospitality - stationery – the buffet
- Follow up HR Operations management in Projects

Human Resources Operations Manager, Hassan Allam Holding, Cairo

Jul 1999 - April 2012

- Managing all administrative and human resources works for projects
- Recruitment White and blue collar - salary preparation - performance evaluation
- Follow up HR Operations management in Projects
- Coordination between Projects and the Head Office
- housing and transportation - building maintenance - support services
- hospitality - stationery - permits – security

EDUCATION

Bachelor of Arts, Minia University	1994/9 – 1998/5
Pre master, Zagazig University	2011/9 – 2012/5


Courses

Leading People and Teams University of Michigan USA (online)	2022/9 – 2022/12
Strategic Leadership and Management University of Illinois, USA (online)	2022/2 – 2022/6
Strategic Management Diploma University of Illinois, USA (online)	2021/12 – 2022/2
Human Resources Diploma: Management People University of Minnesota, USA (online)	2021/9 -2021/12
Professional Diploma in Project Management PMP Google & Coursera (online)	2021/2 – 2021/9
Professional Diploma in HR Management Cairo University, Giza	2010/3 – 2010/7
Human Resources Management Course Future Academy. 6 th October	2009/8 -2009/10
Members of industrial security committees Industrial Security Institute, Giza	2009/12 – 2010/1
Human Resources Management Terra Course (online)	2020/4 – 2020/5
E-Marketing GOOGLE (online)	2020/12 – 2021/1

Interest

Football – Travelling – Waking – Reading

References



Reference available upon request