

Dear Sir,

My HR career path has strength points that represent the following:

- Experience 15 years – in the HR field beginning from *Personnel Specialist* to HR Director.
- **MBA (Master of Business Administration) - Human Resources.**
- **DBA (Doctor of Business Administration)- Finance and Investing** - Ain Shams University.
- I have provided many HR consultation services for companies Such as: Job Analysis - HR Planning - Recruitment & selection- Performance Appraisal- compensations and benefits- Balanced Scorecard
- I have many business articles (HR and Strategic Management) in my blog: <https://hrgoals.net>.
- I have HR explanations in my tube channels <https://www.youtube.com/c/MustafaMagdyHRM>
- I have presented many HR & Strategic Management courses and workshops in training Centers and Charity institutions (*Resala*) including:
 - HR Diploma includes (HR Introduction- Job Analysis - HR Planning - Recruitment & selection- Performance Appraisal- compensations and benefits)
 - Job Analysis & design & HR planning
 - Key performance indicators (HR Metrics)
 - The strategic Role in HRM
 - Compensation and Benefits

It's my pleasure to see my CV.

Best Regards,

Mustafa Magdy

Dr. Mustafa Magdy Mohammed



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Personal Information

Nationality : Egyptian

Birth date : 17/11/1980

Gender : Male

Marital Status : Married

Military Status : Exempted



Work Experiences

Job title : **HR Director**

Employer : Newtech Advertising Company (KSA & Egypt)


From : August 2022 Till June 2025.

Job description:

- **Strategic Planning:** Develop and implement HR strategies aligned with the overall business goals of the organization.
- **Talent Management:** Oversee recruitment, training, and development processes to ensure the organization attracts and retains top talent. Enhance employee performance through structured evaluations and career development programs.
- **Policy Development:** Design and update HR policies to maintain compliance with labor laws and foster a positive workplace culture. This includes regular reviews and adjustments to reflect organizational needs.
- **Change Management:** Guide the organization through structural or operational changes. Provide expertise on minimizing disruption and ensuring employee engagement during transitions.
- **Consultation Services:** Offer strategic advice to clients on optimizing their HR functions and improving organizational efficiency. Conduct assessments to identify areas for improvement and create actionable solutions.

This involves analyzing workforce trends and preparing the company for future growth and challenges.

Job title : HR Consultant

Company	Title	Projects	Period
Jadarat Consultation Company	Assistant HR Consultant Client:  Soukhna Refinery & Petrochemicals Co. شركة السخنة للتكرير و البتروكيماويات	<ul style="list-style-type: none"> Organizational Structure Performance Management & Evaluation Policy and Procedures Recruitment & Selection Policy and Procedures The career path and succession planning Policy and Procedures Training & Development Policy and Procedures 	1-2017 To 5-2017
MOVE-IT HR Management System Company	HR Consultant Client: Real State Company in KSA	<ul style="list-style-type: none"> Organizational Structure Job Description HR Planning for Sales Salary Structure & Commission system Incentive Policy 	6-2017 To 11-2017
Multi Business Company	HR Consultant	<ul style="list-style-type: none"> Incentive Policy for Recruiters Recruiters' KPIs 	9-2017
YORPAK Company	HR Consultant	<ul style="list-style-type: none"> Top Management Financial Dashboard Balanced Scorecard Job Description Organizational Structure Performance Management & Evaluation Policy and Procedures Bonus Policy Salary Structure Sales KPIs 	4-2018 to 12-2018
Problem-Solving Company	HR Consultant	<ul style="list-style-type: none"> Balanced Scorecard Top Management Financial Dashboard 	9-2018 to 10-2018
SULTANA GROUP	HR Consultant	<ul style="list-style-type: none"> Top Management Financial Dashboard Job Description Organizational Structure 	11-2018 to 12-2018
AL GHAMDY Institution (KSA)	HR Consultant	<ul style="list-style-type: none"> Top Management Financial Dashboard Job Description Organizational Structure Performance Management & Evaluation Policy and Procedures Salary Structure Reports KPIs System Cash Flow System 	1-2019 to 4-2019
Alam AL Etfaa (KSA)	HR Consultant	<ul style="list-style-type: none"> Job Analysis Organizational Structure HR Planning 	1-8-2020 to 30-8-2020

Al Ouf Company	HR Consultant	<ul style="list-style-type: none"> • Job Analysis (Job Description) • Organizational Structure • HR Planning • Performance Management & Evaluation Policy and Procedures • Recruitment & Selection Policy and Procedures • Salary Structure • HR KPIs 	1-2021 to 3-2021
GAFCO (KSA)	HR Consultant	<ul style="list-style-type: none"> • HR Planning for Sales • Incentive System for Sales Team • Sales Policy • Sales Job Description • Sales Org. Chart 	11-2022
Newtech (KSA)	HR Consultant	<ul style="list-style-type: none"> • Top Management Financial Dashboard • Job Description • HR Planning • Organizational Structure • Performance Management & Evaluation Policy and Procedures • Salary Structure • Incentive System 	8-2022 to 1-2023
ABD EL-MAQSOD (A-Market)	HR Consultant	<ul style="list-style-type: none"> • Top Management Financial Dashboard • HR Plan • Balanced Scorecard • Cost Saving Project 	7-2023 to 11-2023
New Direction Consulting KSA	HR Consultant	<ul style="list-style-type: none"> • Cross-Workflow chart • Sales Policy • Maintenance Policy • Purchasing Policy • Financial Policy 	2-2024 4-2024

Previous Jobs

1- Job Title : HR Manager

Employer : Fricool for Industries

From : Sep. 2015 till March 2016.

2- Job Title : HR Head

Employer : JAWDA Engineering Consultants (JEC)

From : May 2014 Till Sep. 2015.

Job description: *Managing all human resource activities:-*

- 1- Posting the job, screening CVs, interviewing and selecting candidates.
- 2- Designing and conducting new employee orientations.
- 3- Updating the job description and the organization chart .
- 4- Managing performance appraisal for company employees.
- 5- Updating and maintaining human resource databases.
- 6- Preparing, process and distributing payroll.
- 7- Providing assistance and follow-up on company policies and procedures.

3- Job Title : HR Generalist

Employer : International Co. Modern Industries (**YORPAK**)
From : December 2009 till April 2014.

4- Job Title : Operations Officer

Employer : TIGER AVIATION SERVICE **Cairo Airport**
From : JULY2008

5- Job Title : Personnel Specialist

Employer: EI-SEWEDY for Engineering Industries (**sei**)
From : JULY 2007

Job description: -Managing the holiday recording system.
-Maintaining the employees' hiring files.
-Preparing payroll.
-Making final settlement for the leavers.



Education

1- D.B.A (Doctorate of Business Administration)

Institution : Ain Shams University
Major : Finance and Investing
Graduation year: 2024

2- M.B.A (Master of Business Administration)

Institution : Arab Academy for Banking and Financial Sciences
Major : Human Resources Management
Graduation year: 2016
Grade : **Excellent (87.4%)**
Ranking : The first

3- First University Degree: License of Languages and Translation

University : Al-Azhar University
Faculty : Languages and Translation
Major : English Language
Graduation year : 2004



Languages & computer & Soft skills

Arabic: Excellent

English: Excellent

Computer Skills: Excellent (Word - Excel - Outlook & PowerPoint & Internet).

Soft Skills: Analytic thinking- Problem-solving – Decision making- effective communication skills - Time management



Previous courses

- 1-** Course Name : **Mastering Professional Consultancy Program**
Training institution: Industrial Modernisation Center (**IMC**)
Period : 9 DAYS **(72 Hours)**

 - 2-** Course Name : **HR DIPLOMA**
Training institution: Bright mind center
Period : 2.5 Months **(30 Hours)**

 - 3-** Course Name : **Access course**
Training institution: YAT center
Period : 1 Month **(36 Hours)**

 - 4-** Course Name : **CFA Level 1 Chartered Financial Analyst (preparing for Exam)**
Training institution: In Act House
Period : 7 Months **(200 Hours)**

 - 5-** Course Name : **Basic Supply Chain Management**
Training institution: In Act House
Period : 3 Months **(40 Hours)**

 - 6-** Course Name : **Lean Six Sigma Green Belt**
Training institution: Six Sigma School
Period : 3 Months **(35 Hours)**

 - 7-** Course Name : **CMA (Certified Management Accountant) PART 1**
Training institution: IPA Center
Period : 5 Months **(50 Hours)**
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