



OBJECTIVES

Seeking a challenging and rewarding position in a dynamic and expanding company where my creativity and skills can be utilized and developed in the field of public relations customer service, or any other field related to my studies and skills



Professional

Qualification:

holds a training course in H.R from IBS company.

holds a training course in occupational health and safety

holds a training course in management from Nile University



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Date/Place of birth:

October 29, 1986 – Cairo

Military status:

Exempted

Marital status:

Married

Educational background:

Bachelor's degree in Law from Helwan UNIVERSITY.

Soft Skills:

- Problem solving
- decision-making
- Team Leadership
- Communication skills
- Analytical Skills
- Work Under Stress

Language skills:

- 1) Arabic Native tongue
- 2) English Very Good

Software skills:

- Excellent user of MS office apps.
- Data Analytics tools.
- Software System (odoo, etc.)

Mahmoud Saleh

HR Manager

Manager with +17 years of professional experience in Human Resources



PROFESSIONAL EXPERIENCE

[+17 Y]

Moody Socks Factory

- HR Manager [sept 2024– until now]

Egyptian African Grand Plast

- HR Manager [Jan 2024– Aug 2024] 8+ month

Medi Fix for Medical Industries

[9 Y]

- HR Manager [Jun2015– des 2023] 9+ Years

Family Corporation for transportation

[4 Y]

- HR Senior [Jun 2011– May 2015] 4Years

Family Corporation for transportation

[2 Y]

- HR junior [Jul 2009-Jun 2011] 2 Year

Job role

- Responsible for organizing work within the group.
- Responsible for the employees in both the Cairo and Ismailia factories.
- Conducting training courses for employees
- Searching for new suppliers while maintaining quality
- Monitor the procurement management and ensure the implementation of purchase orders
- Authorized by the company at the Unified Purchase Authority
I have experience in the organizational structure of the company
- Commissioner of the company at the General Investment Authority
- Commissioner of the company at the Capital Market Authority
- Commissioner of the company at the Egyptian Customs Authority
- Commissioner of the company at the Export and Import Authority
- Commissioner of the company at the free public zone in Ismailia
- Commissioner of the company at the Pharmaceutical Policy Authority
- Work on preparing payroll for the group
- Send payroll to the bank for implementation
- Follow up the attendance and departure of the employees
- Regular meeting with members of the Board of Directors to discuss the goals
- Participation in preparing the annual budget of the company
- Make sure the budget is achieved
- Ensure that the monthly and annual goals of the company are achieved
- Follow up production and quality
- Ensure that occupational health and safety standards are applied
- Registration of general assemblies and board of director's minutes
- Participation in obtaining many ISO certificates such as: -
ISO 13458
ISO 90001
ISO 14001
OHSAS18001
- Participate in obtaining Certificates CE
- Managing the company's business efficiently and effectively to serve the goals and interests of the company and raise the company's name in the local and foreign markets.
- Conducting a comprehensive review and analysis of the current situation and making a strategic plan to reform the existing situation
- Review the internal laws in force in the company and make the necessary amendments and approve them by the competent departments and circulate them to the employees and workers of the company
- Review the files and contracts of employees and workers and the tasks, responsibilities and powers of each individual and make the necessary adjustments as required by the interest of work
- Review and organize files for plant development
- Organize files related to the legal status of the company and ensure that all documents and certificates attesting this are present
- Participation in internal and external conferences, seminars, meetings and exhibitions related to work
- Supervising all departments, divisions and individuals working in the company
- Organizing relations between departments and mechanisms of communication according to the functional hierarchy, limiting overlapping tasks and powers, and placing the right person in the right place