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Professional Experience

➤ ***Since Jan 2023, till Now :Planet-X Company For Trading & Construction***

- HR Manager:

- Establishing and Maintaining Interpersonal Relationships — developing constructive and cooperative working relationships with others, and maintaining them over time.
- Resolving Conflicts and Negotiating with Others — Handling complaints, settling disputes, and resolving grievances and conflicts, or otherwise negotiating with others.
- Staffing Organizational Units — hiring employees in an organization.
- Making Decisions and Solving Problems — Analyzing information and evaluating results to choose the best solution and solve problems.
- Manage all the medical insurance activities.
- Develop and update the organization structures.
- Manage the Payroll and all its reliability.
- Implement personal policies and procedures.

➤ ***Since August 2018, till June 2022 :Siac Company For Construction & Industries***

- HR Section Head:

- Communicating with Supervisors, Peers, or Subordinates — providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
- Establishing and Maintaining Interpersonal Relationships — developing constructive and cooperative working relationships with others, and maintaining them over time.
- Resolving Conflicts and Negotiating with Others — Handling complaints, settling disputes, and resolving grievances and conflicts, or otherwise negotiating with others.
- Staffing Organizational Units — hiring employees in an organization.
- Making Decisions and Solving Problems — Analyzing information and evaluating results to choose the best solution and solve problems.
- Manage all the medical insurance activities.
- Develop and update the organization structures.
- Manage the Payroll and all its reliability.
- Implement personal policies and procedures.

➤ ***Since August 2008, till July 2018 :Edge Company For Construction & Industries***

- Senior HR Specialist:

- Management of Recruitment (job offers, advertisement, selection, interviews,...) according to the demand of the departments' managers and the budget to meet the company objectives
- Management of HR outsourcing (Recruitment companies, forums,newspapers...)

- Monitoring performance evaluation program and revising as necessary through dashboards.
- Management of contract of the new recruits.
- Updating the organization chart of the company.
- Updating the job descriptions (jobs analysis, role profiles, organization chart...)
- Establish the weekly performance of the recruitment team and present it once a week to the HR Manager (recruitment reports, statistics and trends)
- Plan the recruitment process for managers.
- Generate recruitment statistical data and reports for the present and the future needs.
- Iso9001 Revision.
- Training courses plan for the employee in different department.

➤ ***November 2007 to July 2008 :Spider Company for Maintenance***

- *Junior HR Spécialiste & purshasing:*

- screening and filtering CVs and testing candidates
- conducting interviews of suitable candidates
- Helping in finding candidates and doing market research (salary, competition...)
- prospecting clients and doing presentations
- preparing workshops
- oversee the recruitment performance of the team of recruiters and internal communication
- writing job descriptions.
- Making the purchasing order for all department in the company

➤ ***December 2003 to October 2007: Raytex Company For Upholstery & Curtain***

- *Office Manager for CHAIRMAN:*

- responding to customer enquiries and complaints;
- attending conferences and training.
- arranging regular testing for electrical equipment and safety devices;
- involvement in management discussions on the organization's policies and strategic development;
- delivering presentations about the work of the office to senior management and other sections of the organization;
- writing reports for senior management, which may include reports on finances, staff performance, service development or an annual review;
- liaising with other administrative teams;
- holding meetings with senior management to review performance;
- promoting staff development and training;
- carrying out staff appraisals, managing performance and disciplining staff;
- overseeing the recruitment of new staff, sometimes including training and induction;
- organizing and chairing meetings with your staff - in lower paid roles this may include typing the agenda and taking minutes, but senior managers usually have an administrative assistant to do this;
- maintaining the condition of the office and arranging for necessary repairs;
- organizing the office layout and maintaining supplies of stationery and equipment;
- using a range of office software, including email, spreadsheets and databases;
- managing filing systems;
- developing and implementing new administrative systems, such as record management;
- developing and implementing new administrative systems, such as record management Conduct market research about potential clients through internet and send proposals

Education

- Bachelor Degree of Commerce English Section Accounting section, Ain Shams University (1999 – 2003)
- HR MINI Diploma (Ain Shams University) (2012)
- **Postgraduate Studies:**
- Diploma in Business Administration, Faculty of Commerce, Ain Shams University (2015-2017)
- Pre- Master in Business Administration Dept. (Human Resources section) , Faculty of Commerce ,Ain shams University (2018)
- M. Sc degree in Business Administration Dept. (Human Resources section), Faculty of Commerce, Ain Shams University (2020)
*‘The Effect of Inspirational Leadership on Organizational Ambidexterity’
(An Empirical study on SIAC for Building and Construction)*
- Pre- PHD in Business Administration Dept. (Human Resources section) , Faculty of Commerce ,Ain shams University (2023)
- *primary, Secondary School : As-Salam Language School.*

Academic courses

- Project Management Program with case study, ASU Career Center, Ain Shams University (2020)
- Course Scientific Writing for Literary Colleges, Training & Developing Center- Ain Shams University. (2020)
- Course Scholarly Publishing in Indexed Journals. Training & Developing Center- Ain Shams University. (2020)
- Course Scientific Writing for Literary Colleges, Training & Developing Center- Ain Shams University. (2023)

Scientific Publications

Journals:

Amr Awad, Mai Mohamed Aboelnagga: *The Effect of Inspirational Leadership on Organizational Ambidexterity’ (An Empirical study on SIAC for Building and Construction)*. Journal of Faculty of Commerce- Ain Shams University, 2020.

Languages and Computer Competencies

- *Certificate in the test of English Language Proficiency (TELP) equivalent to TOEFL (score 606), Center of Public Service & Social Development - Ain Shams University. (2018)*
- French :*Fair*
- Mastering Microsoft Office and Internet (Microsoft International Certificate): *Word, Excel, PowerPoint, Access, Outlook.*

Personal Skills

- Good communication and good analytically skills.
- Ability to adapt to a new idea.

- Maintaining positive attitude.
- Hardworking and sincere.
- Strong leadership skill with experience in managing and leading deal team in origination and execution.
- Excellent consulting skills and able to ask the right questions so as to clearly understand the client's needs and issues