

CV Ahmed Youssef AbdelMonem Mohamed

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📍 Manil Shiha Village - Abu Nomros Center - Giza Governorate

Marital Status: Single

Military Service Position: Performed Service



Professional Summary

HR Specialist with solid experience in recruitment, administrative coordination, and training & development across corporate and academic environments. Experienced in coordinating maintenance department operations within a university setting, ensuring workflow efficiency, handling internal communications, organizing technical teams' schedules, and supporting daily operational activities with accuracy and structure. Demonstrated expertise in managing full-cycle recruitment, coordinating cross-functional teams, and enhancing workforce performance through structured HR and administrative practices.

Education

Bachelor of Archaeology and Tourism Guidance, Misr University for Science and Technology – Specialization: Restoration and Conservation of Antiquities- Graduated with Excellent with Honors, Ranked 2nd in the Class (2021) .. GPA: 3.73 / 4.00

Professional Experience

- HR Recruiter- Top Force Recruitment Company (Mar 2023 – Jul 2024)
- Administrative Coordinator / General Coordinator – Maintenance Department- October University for Modern Sciences and Arts (Sep 2024 – Sep 2025)
- HR Recruitment Officer | Seif Pharmacies

volunteer work

- Founder and President of the Heritage Ambassadors Initiative.
- Founder and President of the Sustainable Egyptian Initiative for Sustainable Development.
- Former Secretary for Tourism and Antiquities, Future of the Nation Party, Abu El-Namras Branch.
- Former Assistant Secretary for Sports, Culture, and Arts, Future of the Nation Party, Abu El-Namras Branch.
- Former Head of the Central Unit for Tourism and Archaeology, Bashababha Union.
- Former Head of the Tourism and Antiquities Unit, Leadership Cadres for Development Foundation.
- Volunteer at Hayah Karima Foundation, San'aa Al-Hayat Foundation, Kun Gheetha for Development, and Leadership Cadres for Development Foundation.
- Board Member, Kun Gheetha for Development Foundation.
- Director of Programs and Projects, Kun Gheetha for Development Foundation.

Soft Skills

- Communication Skills
- Teamwork & Collaboration
- Organizational Skills
- Time Management
- Problem Solving
- Attention to Detail

Professional Skills

- HR & Talent Management
- Talent Acquisition & Full-Cycle Recruitment
- Onboarding & Employee Development
- Performance Management
- Administrative & Coordination
- Operations & Team Coordination
- Scheduling & Workflow Management
- Internal Communication & Reporting
- Technical Skills
- HRIS & MS Office (Word, Excel, PowerPoint)
- Data Analysis & Reporting

Courses and training programs

- **Training of Trainers (TOT) Program in Entrepreneurship** Egyptian National Commission for Education, Science and Culture, in cooperation with UNESCO and the Ministry of Higher Education and Scientific Research.
- **Entrepreneurship Program** – Egyptian National Commission for Education, Science and Culture, in cooperation with UNESCO and the Ministry of Higher Education and Scientific Research.
- **Certified Trainer in Sustainable Development** by the Ministry of Planning and Economic Development and the National Institute for Governance and Sustainable Development.
- **Graduate of the VALUE Program for Youth Leadership Development**, affiliated with the Hayah Karima Foundation and the National Training Academy under the Presidency of the Republic.
- **Graduate of the National Training Academy** under the Presidency of the Republic.
- **Graduate of the Be a Sustainable Development Ambassador Initiative**, affiliated with the Ministry of Planning and Economic Development and the National Institute for Governance and Sustainable Development, 3rd Cohort.
- **Graduate of the Governance and Digital Transformation Ambassadors Program**, affiliated with the Engineers for Sustainable Egypt Foundation, 7th Cohort.
- **Graduate of the Technological Awareness Ambassadors Program**, affiliated with the Ministry of Social Solidarity and the Leaders for Administrative Science and Development Foundation.
- **Graduate of the Holy Family Route Revival Program**, affiliated with the Ministry of Youth and Sports, Al-Azhar, and the Orthodox Church – 1st Cohort
- **Training course in Risk Analysis and Management in Archaeological and Heritage Sites** – Faculty of Archaeology, Fayoum University.
- **Training course in Illicit Trade in Handcrafted Artifacts (CircArt) and illegally excavated antiquities** – Misr University for Science and Technology & The British Museum (London).
- **Training course in Museum Studies, Archaeology, and Heritage and their Relation to Other Sciences (Modern Trends & Future Vision)** – Faculty of Archaeology, Fayoum University.
- **Training course in Digital Technology Applications in Archaeology, Museums, and Heritage** – Faculty of Archaeology, Fayoum University.
- **Training course in Restoration and Maintenance of Inorganic Antiquities** – Egyptian Museum in Cairo.
- **Sustainable Development, Climate & Governance**
- **Be an Ambassador for Sustainable Development program** – Ministry of Planning & Economic Development & National Institute for Governance and Sustainable Development.
- **Awareness Program on Sustainable Development Goals for Youth** – UAE Ministry of Climate Change & Environment.
- **Youth for Change – Change Academy Program (Climate)** – UAE Ministry of Climate Change & Environment.
- **Governance & Digital Transformation Program** – Cohort 7 within Engineers for Sustainable Egypt.
- **Value Program for Training University Students in Leadership** – National Training Academy & Decent Life Foundation.
- **Technological Awareness Ambassadors Program – Fourth Cohort** – Ministry of Social Solidarity & Leaders Foundation for Science and Management.
- **Training course in Effective Leadership Skills** – Egypt Center for Entrepreneurship & Innovation & National Institute for Governance and Sustainable Development.
- **Training course in Influential Leadership and Effective Management** – Edraak Platform.
- **Training course in Effective Leadership** – HP Foundation.
- **Training course in Effective Communication Skills** – Edraak Platform.
- **Training course in Time Management and Organization** – Edraak Platform.
- **Training course in Successful Thinking** – HP Foundation.
- **Training course in Effective Lectures** – HP Foundation.
- **Training course in Human Resources Management (HR) Principles** – Edraak Platform.
- **Training of Trainers (TOT)** – Edraak Platform & International Board of Certified Trainers (IBCT).
- **Training of Trainers (TOT)** – National Institute for Governance and Sustainable Development, Ministry of Planning and Economic Development.
- **International Computer Driving License (ICDL)** – Misr University for Science and Technology.
- **Training course on Waste Recycling** – Edraak Platform.
- **Climate Change Academy Program** – Eyouth & UAE Ministry of Climate Change & Environment.

Achievements

- First Place Nationwide in the Caricature Competition, 2017
- First Place at Misr University for Science and Technology in the “Read and Copy” Competition, 2019
- Top Ranking Nationwide in the “Glimpses of India” Art Competition, 2014
- First Place in the Logo Design Competition for Menil Shiha Youth Center, 2020

Achievements-Based Version

- Leadership & Initiatives
- Founded and led the Ta-Meri Story Initiative, successfully delivering cultural and archaeological awareness programs that reached youth groups and local communities across Egypt.
- Established and managed a sustainable Egyptian entity focused on community development, heritage awareness, and youth empowerment.
- Designed and launched the training program “Be Sustainable ”, educating youth on sustainable development concepts and practical applications.
- Developed and implemented the program “Heritage Ambassadors ”, empowering youth to preserve national identity and promote archaeological awareness.
- Workshops & Specialized Training
- Completed advanced training in combating illicit trade in inscribed artifacts through the international workshop “CircArt,” delivered under the supervision of the British Museum.
- Strengthened knowledge in financial and digital inclusion by attending the Ministry of Youth and Sports’ official summit (2nd Edition).
- University & Academic Engagement
- Contributed to organizing two consecutive Arabic Manuscripts Conferences (2018 & 2019), supporting academic and cultural heritage activities at Misr University for Science and Technology.
- Showcased academic excellence by taking part in the “Read and Copy” Competition (2019).
- Supported educational events during Arab Manuscript Day, promoting manuscript heritage among university students.
- Lectures & Awareness Programs
- Delivered educational lectures to spread archaeological and cultural awareness among youth and local communities.
- Presented specialized lectures on sustainable development, increasing youth understanding of sustainability principles and their role in future development.
- Field Visits & Practical Engagement
- Led and facilitated field visits aimed at enhancing archaeological and cultural awareness within the Heritage Ambassadors framework.
- Engaged in experiential learning visits to SEKEM Foundation, demonstrating real-life models of sustainable development and conveying them to youth groups.
- Competitions & Creative Activities
- Represented creative talent in the National Caricature Competition (2017).
- Community & Volunteer Work
- Contributed to community development by participating in beautification projects in Manil Shiha Bridge and surrounding areas.
- Supported local initiatives in Manil Shiha village, improving public spaces and community environments.
- Engaged in major volunteer activities under the “You Are Life” initiative, promoting social support and community care.
- Participated in impactful humanitarian events, including conferences supporting the Palestinian cause at Cairo Stadium.
- Collaborated with national foundations such as Decent Life, Leadership Cadres for Development, and Life Makers to support community service projects.