

# MOHAMED ABD-ALLAH MOHAMED AFIFI

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## OBJECTIVE

I'm looking forward to working in a well established organization that provides a good position with challenging and promising career in HR department where my technical and interpersonal skills can be applied and utilized.

## EDUCATION

- **Master of Business Administration (MBA) in Cairo University(From October 2010- October 2012).**
- **Management Certificate in AUC( American University In Cairo) AUC Certificate in included: ( From January 2010- July 2010).**
  - CORPORATE CULTURE
  - MARKETING FOR MANAGERS
  - PROJECT MANAGEMENT
  - HUMAN RESOURCES MANAGEMENT
  - COMMUNICATION MANAGEMENT
  - MANAGERIAL FINANCE
  - Contemporary Management
- **Human Resources Certificate in AUC( American University In Cairo) AUC Certificate in included: ( From January 2009 – January 2010).**
  - Recruitment & Selection
  - Compensation & Benefits
  - Contemporary Management
  - Labor law
  - Training & Development
  - Organization Behavior
  - HRIS
- **B.Sc.(2006) in Accounting, Faculty of Commerce, Cairo University, Cairo, Egypt .**

## EXPERIENCES

1-Jan 2017 -Present

HR Manager

Mitco for Meat processing-Egypt

### Responsibilities :

- Design Manpower plan for the company.
- Design JD's & PA's forms.
- Design all HR policies, procedures & forms.
- Design Salary structure & the grading system
- Design Company organization chart , company database ,& structure
- Design the company benefits programs .

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- Responsible for company payroll , attendance , employees file & all personnel issues.
  - Responsible for recruitment process.
  - Responsible for training process.
  - Responsible for Performance system process.
  - Responsible for company medical insurance.

## 2- May 2015- June 2016

### HR Manager

### HACO Ready Mix-Saudi Arabia

#### Responsibilities :

- Analyzes wage and salary reports and data to determine competitive compensation plan.
  - Develop the organizational human resources policies & Procedures.
  - Design Company organization chart , company database ,& structure.
  - Design Manpower plan for the company.
  - Develop all HR & Admin policies, procedures & forms.
  - Create all compensation & benefits based on benchmark techniques
  - Supervise the training plan & training programs.
  - Supervise the medical insurance for all the company.
  - Supervise the Social insurance for all the company.
  - Supervise the food allowance for all the company.
  - Supervise the company restaurant .
  - Supervise the company events.
  - Supervise the contracts with Saudi Human Resource Development Funds.
  - Supervise the work injuries inside & outside the company.
  - Build the company payroll system & the Grading system.
  - Supervise the employees complaints & suggestions.
  - Supervise the company call operators.
  - Supervise the company attendance system “ERP system “.
  - Prepares reports and recommends procedures to reduce absenteeism and turnover.
  - Represents organization at investigations with any employee.
  - Supervise all issues between the company & Riyadh Bank.
  - Prepares training needs analysis (TNA) and administers delivery of training and development initiatives to ensure timely and accurate implementation of agreed
  - Supervise the semi annual performance appraisal & the performance appraisal.
  - Supervise the project of company Job Descriptions.
  - Responsible for the company database ,structure & organization chart.
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- Supervise the security section in all company branches.

**3-November 2010- May 2015**  
**Senior Recruitment & Training Specialist**

**El Sewedy Cement Company-Egypt**

**-Responsible for Recruitment & Training For three Companies:**  
**El Sewedy Cement – El Sewedy Ready Mix – El Sewedy Services.**

**Responsibilities :**

- Recruitment , Training , Organization Development (OD) in (Job Description, performance appraisal, Organization Chart).

**Other Duties:**

- Medical insurance With Alico.
- Employee Data Base for El Sewedy Services Company.
- Making Form 1 & 2 For El Sewedy Services.

**4-February 2010- November 2010**  
**HR Specialist**

**Acrow misr company for Framework & Scaffolding -Egypt**

**Responsibilities :**

- Recruitment , Organization Development (OD) in (Job Description, performance appraisal, Org Chart).

**5- (February,2008- February,2010) Horizon Company for Trading & Contracting (Olympic Group)**  
**HR Specialist** EGYPT

**Responsibilities :**

- Recruitment , -Training, -Personal, payroll, Benefits

**6-From January to December 2007**  
**Ware house Specialist**

**EDC (Egyptian Drilling Company)**  
**EGYPT**

**7- in (From September. to December, 2006)**  
**Marketing planner**

**Magd Company for Medical Insurance**  
**EGYPT**

**- HR Application Used in my career :**

- Oracle System.
- Microsoft AX Dynamics.
- Infinity HR Application.

## TRAINING

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- 1-Training in Public Company of Petroleum (August, 2005).
- 2-Training in BANK MISR (July, 2005).
- 3- Training in Cairo Company of Petroleum (July, 2004)

## SKILLS

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### Computer skills:

- 1 -Excellent knowledge of using Microsoft office.
- 2- Infinity HR & Oracel Applications - HR information system (HRIS)

### Language skills:

- 1-Arabic (Native language)
- 2-English. (Very good.).

### Other skills:

- 1-Time management.
- 2-Communication skills.

## ACHIEVMENT & INTERIESTS

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### Achievment:

- 1-Making recruitment Policy , Training Policy and Design forms.
- 2- Share in Making form 1,2,6 for employees.
- 3-Member in Resala Association.
- 2-Member in the Arabic youth Camp in Sharm El-Sheikh.
- 3-Member in scientific society in Cairo University.
- 4- Member in Life Makers and OW3A Group.

### Interests:

- 1-Reading.
- 2-Swimming.
- 3-Gym.

## PERSONAL INFORMATION

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- Date of Birth : 3/12/1985
- Marital Status: Single
- Military Status: Exempted
- Place of Birth: Cairo – Egypt
- Nationality: Egyptian