

Abdel-Rahman Mohamed El-Mohamady



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Career Objective


- To be a value-added to the next company that I'll belong to.
- Seeking a **Multinational Organization** That Offers Opportunities For Advanced **Growth And Stability**. Looking for A Positioning that **Meets My Qualifications and Experience**, Where My Skills Could Further be Applied and Build Upon and Continue My Way of Useful Dreams in **Business Administration, Human Resource Developing**.
- Plan to get (PHR) through American Chamber of Commerce in next November 2009

Experience

From	Aug 2009 to Present	www.dalelyonline.com
Company	PIMC EGYPT "DALELY DIRECTORY"	
Position	Human Resources Section Head	
Report to	General Manager	
Purpose	Personnel plans, develops, implements and evaluates staff recruitment, training and development programs and assists in resolving disputes by advising on company relations policies and problems, and representing commercial, union, employer or other organizations in negotiations	
Documentation Management & Classification	<ul style="list-style-type: none"> - Establish the Human Resources department with all functions related; i.e. Recruitment, Career development and Training, HRIS, Compensation and Benefits, Personnel and Administration - Ensure the implementation of the company policies and procedures. Also able to modify and update the procedures according to business needs and for improvement - Issue work instructions and procedures for all HR functions and ensure their implementations - Ensure providing the company with the right employees in the right positions and retain them - Establishes workflow, sets priorities, and develops policies and procedures - Ensures the proper performance of employees' investigation. - Ensure providing the employees with fair compensation and benefits according to the company salary structure and benefits that is competitive according to the market benchmarking and salary surveys. - Ensure employees' satisfaction, monitor ratios that indicate otherwise and put recommendations and action plans for improvements - Ensure providing the employees with their training needs to accomplish their jobs as required. Put plans for career development process and follow them up - Ensure the implementation of all personnel activities including; social insurance accuracy, disciplinary procedures fair implementation, overtime and deductions consistency etc - Follow up of all administration procedures as required by company policies - Manage the professional liaising of the Personnel employees with the Labor offices, social insurance office...etc - Developing and monitoring the recruitment process of all the departments - Initiating creative recruitment campaigns through employment fairs and other recruitment activities - Setting the performance appraisal system, coordinating the process of performance appraisal, and issuing performance reports 	

From	Jul 2006 to July 2009	www.vodafone.com.eg 
Company	VODAFONE EGYPT	
Position	Career Development Sr. Specialist	
Report to	Career Development Section Head	
Purpose	<ul style="list-style-type: none"> • The advocate for employees seeking assistance in exploring new opportunities within the organization. Helps employees to establish and enhance a Career Development program and infrastructure that aligns employee career development goals with the organization strategic goals. • Effectively allows employees to view other roles within Vodafone and develop their own career path. By viewing job descriptions, employees can fill in skill gaps and develop the skills necessary to prepare for the next step in their career, giving them a greater feeling of control over their career advancement. • Develop a career pathway contains series of connected jobs with the required education, training programs and competencies that enable individual employees to step vertically, horizontally or diagonally within a specific job family or job-related sector. Normal pathways for career progression include both vertical and lateral movement. Lateral movement within and between career fields is highly encouraged, primarily at the middle and apprentice level. 	
Organization Effectiveness	<ul style="list-style-type: none"> - Develop, prepare, and implement course of action and service strategies appropriate for achieving individual objectives and program requirements based on assessment of and input from the employee and the direct supervisor - Identify and address employee's barriers to achieving personal & organizational goals - Establish and maintain up-to-date employee files and records with all required information. - Prepare a career path for Vodafone's employees - Provide employees with information on dealing with job dissatisfaction - Prepare and monitor the Career Development budget. - Providing opportunities for professional development in career-related areas. - To closely work with the line manager to realize business needs by designing career development plans to various groups of employees - Perform other related duties as required - Ensure the timely submission of personal measurable objectives to the concerned Supervisor 	
Training & Development	<ul style="list-style-type: none"> - Identify target groups and provide Learning and development as well as Career enhancement opportunities in a structured manner - Assist line management in the preparation of Individual Development Programs (IDPS) and in briefing the trainees concerned - Develop and monitor competency profile templates for 'target jobs' based on which the individual development plan can be developed in conjunction with line managers - Assist employees to establish career goals and to develop training or other plans - Counsel employees on training/career development issues, Develop testing and evaluation procedures - Provides a consultancy service in the form of guidance and assistance to line managers and department heads throughout COMPANY - Develop and implement vocational training and career development training programs; coordinates activities related to employment oriented programs - Develop and organize career development manuals - Perform other responsibilities associated with this position when appropriate 	

From	Jun 2004 to Jun 2006	www.i2-mobile.com 
Company	i2 ITISALAT INTL.	
Position	Human Resources Specialist	
Report to	Human Resources Manager	
Purpose	Perform professional work over professional human resources engaged in performing a variety of human resources activities including classification, training, recruitment, and human resources generalist duties.	
Documentation Management & Classification	<ul style="list-style-type: none"> - Maintain personnel files in compliance with applicable requirements. "According to Egyptian Labor Law" - Keep employee records up-to-date by processing employee status changes in timely fashion - Process personnel action forms and assures proper approvals; disseminates approved forms - Maintain Employee Handbook with updated resolutions and other pertinent information, as needed. - Entering and retrieving personnel information using computers. - Prepare and monitor Staff requests for ID cards and tags, leaves of absence and passes 	
Training & Development	<ul style="list-style-type: none"> - Planning, defining, scheduling, and coordinating the training activities - Conducting a training needs assessment (TNA) - Developing a training plan - Defining the training curriculum - Dealing with Departments for determines suitable program courses for stuffs, time of program, Trainer & Place. - After Program course, Evaluation The program course after, & measuring them Satisfactions about program. - Approves new training techniques and suggests enhancements to existing training programs - Oversees relationship with vendors to ensure appropriate employee participation in outside training programs 	
Recruitment	<ul style="list-style-type: none"> - Developing and monitoring the recruitment process of all the departments - Initiating creative recruitment campaigns through employment fairs and other recruitment activities - Setting the performance appraisal system, coordinating the process of performance appraisal, and issuing performance reports - Maintaining and improving a competitive benefits program including comprehensive salary system, salary grades and salary increase policies, medical insurance, etc. - Managing the data entry of the HR information on i2 HR System, generating periodical reports and producing Job Offer packages for new hires 	

From	Jun 2002 to Present (Part Time)	
Company	KHEBRAT FOR MANAGEMENT SERVICES CENTER	
Position	Researcher "Organizational Development Expert"	
Keys & Responsibilities	<ul style="list-style-type: none"> - Provide various HR Consulting Services for all types of clients: - Develop the Organizational Structure for the Organization according to type of activity & all stuffs - Salary and Benefits Surveys: Reviewing the salary levels of benchmark jobs across a group of companies of similar industries to help to update its compensation scales to be matching with the market. - Designing & setting the organization's competency based interviewing System 	

- Job Evaluation: Conducting Job Evaluation exercise to calculate the job weight of every job and allocate them in the relevant job levels/grades accordingly
- Salary & Benefits Schemes: Designing salary scales (based on Job Evaluation & Job Grading) and suggesting benefits schemes according to the market.
- HR Policies & Procedures Manuals: Developing all the provisions needed to govern the employer-employee relation, and the HR procedures and forms which will be the implementing tool of the HR policies.
- Organization Manuals: Reviewing the organization structure and developing the detailed functions of each department and the organizational relationships between all departments
- Job Descriptions: Writing job descriptions for different industries
- Organizational Transformation Projects

Achievements & Served the following Clients:

In Egypt:

Cleopatra Ceramics, Arab for Management & Development Organization, Suez Canal Authority, Arab Management Association, Ministry of state for administrative development, Batta Brothers for Milky Industries, Advanced Smart Card Company, Shooting Sporting Club, Gezira Sporting Club, Arab Constructors sporting club, Heliopolis Sporting club, 6 October Sporting Club, Dream Home Real Estate, Al-Awael IT House.

In UAE:

Institute of Administration Development, Emarat Petroleum, Dubai Municipality , Ministry of Health "Sharjah", Abu Dhabi Police, Dubai Police, Sharjah Police, Dubai Chamber of Commerce

In KSA:

Saudi Telecom company, Saudi Electricity Company, Al Akaria company, Saudi Aramco,

Education

- **B.Sc., Commerce 2000-2004** Cairo university, Major: **Business Administration**
 - Graduation Grade: **Good.**
- **Diploma of Human Recourses Management** in **American University** in Cairo (2007-2008)

Training courses

- **Human Resources Courses** by **VODAFONE ACADEMY**, includes:

✓ Fundamentals of Human Resources	✓ How to screen and analyze CVs?
✓ Hiring the Best "Workshop"	✓ STRATEGIC HUMAN RESOURCE MANAGEMENT
✓ Job Evaluation & Pay Scale "Workshop"	✓ Getting the Right Person for the Right Job "Workshop"
✓ Career Path Management	✓ How to measure training results?
- **ICDL form BASMALA CENTER** authorized by **Ministry of Communications & Information**
- **Oracle 10G Developer Track** in **Emak Academy** "ORACLE University"
- **Difference Managerial Courses** by "**UNITED EXPERTS CENTER**" for Development & Training
- **English Language Skills** at "**LCIA**" with an American teacher called "**Mr. Douglas Baker**"



Training in Companies



Trained at **PertoJet** for **Oil Consulting** in summer 2001, 2002 & 2003. (HR field)

Social Activities & voluntary service: (Career Path Consultant)

The Project:

Career Path Management for the Students of (**Faculty of Commerce-Cairo University**)
From 2004 to 2006 as a part time.



The Role Description:

I planned career path for around more than 350 students and there are more than 100 students graduated & work as that they dream of its jobs, I have around 15 references of them & "Thanks Certificate from the college for me" & I'm ready to offer it to whom it may concern.

Skills

Language skills

- ✓ Arabic: Mother Tongue
- ✓ English: Advanced Writing, reading & good Spoken.

Computer skills:

- ✓ Oracle HR & Learning Mgt – Beginner (1 year)
- ✓ Oracle HR Payroll - Beginner (1½ - 2 years)
- ✓ iRecruitment - Intermediate (2 - 3 years)
- ✓ MS Office - Advanced (5 - 7 years)

Business skills

- ✓ Financial Analysis - Intermediate (1 - 2 years)
- ✓ Human Resources - Advanced (3 - 4 years)
- ✓ Organizational Development - Expert (4 - 5 years)
- ✓ Strategic Analysis - Expert (2 - 3 years)
- ✓ Performance Management - Trainee (3 - 4 years)
- ✓ Exit Interviews – Intermediate (1 - 2 years)
- ✓ Personnel Management - Expert (2 - 3 years)
- ✓ Career Development - Advanced (3 - 4 years)

Interests

- Enjoy working with people to inform, help, train & develop them in some way
- Soccer, swimming, Reading, Volleyball, chess, Internet & Traveling.

Personal Info

- **Date of birth:** 4th of Dec., 1982
- **Marital status:** Married
- **Military status:** Exempted
- **Nationality:** Egyptian
- **Gender:** Male