

Ahmed Sabbah Ahmed Mandour

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Career Objective

Highly dedicated and versatile Human Resource Manager with 12+ years of excellence in all aspects of human Resource and administrative processes.

A versatile manager with a proactive and reactive approach; reveals proven

Track record in the payroll, disciplinary, grievance, management, leadership and the management goal

Focused leader, incisive in spearheading HR policies and procedures, strategies, training, staff development, promotions, and workforce turnover & compensation structure.

Possesses outstanding interpersonal, presentation, analytical and

Research skills, as well as establishes productive long-term relationships. Poised for next level of career success for a Management position in HR with a high-profile organization to achieve corporate objectives and improve overall performance. To emerge as a hard-core Human Resources Manager and prove myself as an important part of the organization by the achievement of given target and to do work in challenging project that will utilize my educational background and expand my knowledge.

Education:

May 2008 Bachelor Degree, Faculty of law - Menoufia University

Work Experience

Assistant Human Resources Manager at Al Firdous Company for Trading UAE Al Ghaurir Group from July-2022 till May 2023

Job tasks for position

Established New HR System (Mena I tech) and complete all data successfully for 300 employees in 14 different locations

Correct contracts for all employees with right data Renew

visa and Emirates ID

Develop all company policy and procedures

Preparing payroll on HR system



Job title:: Assistant Human resources Manager at Marsielia for assets management

Nov 2017 till June 2022

Tasks and responsibilities

- Do all work related to human resources
- Use of human resources system and payroll system
- Preparation of payroll
- Participate in job evaluation process
- Administrate employee transfer requests & promotions to ensure its aligned with policy and procedures
- All process of hiring and resignations
- Follow-up attendance and leave, vacations & penalties
- Supervise the HR trends all over the organization
- inform the management about Key Performance Indicators (KPIs) as required
- communicate with field HR team to implement success initiatives at all levels.
- Follow up with social insurance, all health insurance companies and office work
- The provision of manpower required for the company according to departments needs
- Follow up business administrative
- coordination of training courses
- Risk Management
- Staff Insurance/ Medical Claims

Job Title: Human Resources Specialist At ibn sina Pharma Feb2014 till Nov2017

Job Title: personnel and human resources specialist at madar group Egypt Sep 2013 till

Feb2014

Job Title: Administration Manager in Egyptian Company for Natural Water (Organica) Oct2012 till Sep 2013

Job Title: Human Resources specialist in Coral Sea Sensatory Resort Opening Team Sharm ElSheikh (5 stars) May2011Till oct 2012

Employee of the Month on Coral Sea splash July 2011

Job Title: Human Resources Clerk in Melia Sinai Hotel JAN2010 - May 2011

Help and Support in the Successful Opening of MeliaSharm Resort (5 stars) on 30th of July 2010

Job Title: LAWER TRAINEE at a HAMED KHALF ALLAH Law firm officeJan 2008 till Jan 2010

Extra courses

- Preparing professional diploma in human resources At Arab Academy for science & technology
- Feb 2021 Successfully completed the program of preparing and qualifying leaders for digital transformation
- Aug 2022 Successfully completed advanced phase of the human development grant
- July 2017 Attend Training Course of Competency Based HR Management
- Jan 2015 Successfully Completed Mini MBA Program
- Business and Industrial Administration
- Jan 2010 – May 2010 Basic Business Skills Acquisition program (BBSA)
- Business English
- Presentation skills
- Dale Carnegie's Golden book for most effective person in the group
- Computer skills (MS Office 2003, MS Office 2003, MS Project, Internet)
- Extra sessions for office management, customer services, sales, marketing, customer service
- Successfully passed intilaaqah program in marketing sponsored by shell May 2010
- Successfully passed English for Law in the International British academy Jan 2010
- Completed European computer driving license Sep 2009
- Successfully passed a course in legal writing Sep 2009
- Successfully passed translation of maritime and aviation contracts Aug 2009
- Successfully passed translation of commercial contracts May 2009
- Attended English language course on modern educational services July 1997

AREAS OF EXPERTISE

Manage employee's relation issues to effective resolution

Developing, revising, and recommending personnel policies and procedures Overseeing exit interviews.

Make deals with MetLife – Allianz and others

Support the Management Team in all HR relevant processes

Dealing with all recruitment sites to select qualified candidates for position

(Trucking & Personal & Passenger transport)

OVERVIEW GPS AND FOLLOW UP ALL VEHICLES MOVEMENTS

Personal skills

- Hardworking, honest, self-motivated, reliable and dynamic
- Excellent communication skills
- Ability to work individually and as Head team member
- Ability to multitask and get the job done.
- Workshop presentation project in amideast transformation algae to bio dieselsponsored by shell company

Personal information

Date of birth: 27th September 1985Marital
status: Married and have 3 Childs

Military service: Full Exempted

References furnished up on request