



Curriculum Vitae

PERSONAL INFORMATION

NAME : Mahmoud Mohamed Abd el aziz
DATE OF BIRTH : 13th Oct 1983.
PLACE OF BIRTH : Giza - Egypt
GENDER : Male
MARITAL STATUS : Married
NATIONALITY : Egyptian

EDUCATION

- **B.S.C** of Accounting and Information Technology System, the Higher Institute of Advanced Studies, Department of Finance, grade good, 2005.
 - **Diploma of Human Resources Management** (Track 1- professional), EGY-SHAM Academy, 2020.
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COMPUTER SKILLS

- * Excellent user **MS OFFICE** (Excel, Word, Internet and Power Point), Outlook and typing.
 - * Consultant and trainer of Oracle/ ERP Application for HR.
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LANGUAGE SKILLS

ARABIC : Mother tongue

ENGLISH: Good Reading, Speaking and Writing

SKILLS

- Excellent communication abilities
- Can work under pressure
- Co-operative
- Can work within a team work
- Can learn quickly
- Dependable

- Documentation and reporting
- Presentation skills

PROFESSIONAL EXPERIENCE

HR Manager (El-Wady for Contracting)

➤ **Nov-2018 till now**

➤ **Major Responsibilities:**

Personal management, Payroll, Recruitment & Selection, Training & Developing Performance Management, HR Planning, Compensations & Benefits

HR Manager (El-Motakamel Software House)

➤ **Nov-2016 till 2018**

➤ **Major Responsibilities:**

Personal management, Payroll, Recruitment & Selection, Training & Developing Performance Management, HR Planning, Compensations & Benefits

HR Head Section & ERP Consultant

➤ **Ceramic Roca. Co Jan-2014 till NOV 2016**

➤ **Major Responsibilities:**

Personnel (Employee registration, Executing internal regulations and work law, follow up attendance, departure and vacations, - follow up shifts)

Payroll (coding employees' salaries – follow up business tax gain, social security, private medical insurance, cash delivery, issuing checks to government agencies, Report costing)

Compensations & Benefits & Recruitment & Training & Budgeting

Consultant of HR Applications

➤ **Alpha (ERP) 2007 till Dec-2013**

Major Responsibilities:

▪ **Technical**

- Matching projects of client's to their organizational strategies,
- Trainer of all ORACLE application HR according to the predefined policies and procedures.
- Maintaining and following up implementation of ERP applications concerning HR with all clients to meet their needs, approaches and strategies.
- Assure client delivery to meet his requirements.
- Ensure legal compliance throughout human resource management

■ **Documentation Responsibilities**

- Review functional specifications with development team.
- Create detailed test scripts for major process including client specific customizations, modifications in the light of their working environment.

■ **Other Responsibilities**

- Maintain regular communications regarding project issues, risks, and needs with Project Manager.
- Classify problems as system, training, or process and recommend appropriate resolution path to the Project Manager when necessary
- Identify and implement solutions in cooperation with other team members, end-users and customers
- Ability to manage client expectations and proactively communicate potential risk.
- Participate in new module implementation

Job Description for the following customers are:-

Personal management, Payroll, Recruitment & Selection, Training & Developing Performance Management, HR Planning, Compensations & Benefits

Customers' Name	Customers' Logo
Sweillem Factory. for Pipes Pottery	Tabarak Co. For real Estate
Covertina. For Manufacturing Sweets & Chocolate	El Gammal Factory. For Chemical Paints
Sipes. For painting & interior designing services	Block Factory. For chemical material
Comex. For Die Casting, Finishing, Electroplating, Electropherrotic, Electrostatic Powder Coating, Sheet Metal Working and Assembly.	El Fathe Factory. For contracting & stealth
Elfaiom Gas Company	Speria Factory. For chemical material
Mena Company. For Tourism Investment and Real Estate	Cairo Gas Company