

Curriculum vitae

Batia Mahmoud Mohamed

6 Hassan Eshiekh - Embaba - Giza



- **Objective:** seeking a change opportunity as HR Manager
- **Education:** Bachelor of Commerce, Banah University, Accountant Department, 2000

Experiences:

- **8 months – From August 2021 tile now - O.D TL. Group as O.D. Supervisor**
 - Prepare and Development org. chart
 - Prepare and follow up training plans.
 - Prepare Manual Training
 - Prepare Policies, Procedures, Job Analysis & Description and work forms.
 - Follow up and Development the Commitment to implementing the Policies and Procedures.
 - Demonstrates positive interpersonal relations with all staff levels.
 - Member of Internal Audit Committee.

➤ **3 years - from March 2019 to August 2021 at Neurospitalia Hospital – as HR specialist**

- Participate preparing payroll.
- Preparing payroll for 2 Department
- Preparing and maintaining Personnel record files.
- Preparing, ensure and follow up Social Insurance coverage.
- Preparing and follow up Labor Office& Health Insurance coverage.

➤ **3 years – from 2016 to Feb.2019 Cleopatra Group Hospital – as Assistant Medical Manager**

- Preparing operation Schedules for Doctors.
- Organized meeting and training for all doctors in &out hospital.
- Organized doctors Candidates Interviews.
- Preparing and maintaining Doctors & consultants record copy of files.
- Preparing Doctors & consultants sheet (Bank Account - Phone – E-mail – clinic address).

➤ **8 years – from 2008 to 2016 Al-Shorouk Hospital- as Manager Office**

- Submit Departmental Reports to Top Management. (Weekly – Monthly)
- Follow up Administration Secretary. (Secretaries & 1 Receptionist).
- Organization meeting top Management & Recorded Notes.
- Developed new filing and organizational practices, saving
- Follow UP Complains Committee.
- Participate in &Follow UP Complains Committee.

➤ **2 Years – from 2007 -2008 Misr El Khier- as Assistant Operation Manager**

- Follow up attendance employees Departmental.
- Divide Cases and Prepare Operating Schedule.
- Participation in the Health Services teams in the cities of Egypt.
- Participation as researcher in debtor cases.

➤ **6 Years -From May 2001 to 2007 Al-Shorouk Hospital – as Clinic Accountant**

- Treasurer for Services in the external department. (Clinic – Lab – x-Ray-Pharmacy)
- Contract Patients Accountant.
- Preparing ratios for doctors.

➤ **Achievements**

- Preparing the Organizational Structure – Documentary Cycle – Job Description – Policies and Procedures.
- Preparing and implementing training Manual.
- Obtaining the ISO 9001-2015 Neuroesptalia 2021 - TL. Group 2022.
- Complete all Documentary employees' files computerizes.
- Employee of the Month: 2008 Misr El Khier - 2017 Cleopatra Group Hospital – 2021 Neroesptalia Hospital- Feb. 2022 Trust Labs.

➤ **Training & Courses**

- Human Resource Diploma at Egy cham - 2022
- Human Resource Diploma - Cairo University – 2021. 2 Years
- Hospital Management Diploma at Gravity Medical Science – 2019 – 6 Months
- Internal Audit course At Centerior Company 2010 – 16 Hours.
- English Course at British Council 2008 till 2010– 8 Levels (Pre upper Intermediate).

➤ **Skills**

- **Computer:** Microsoft word - Excel - Power point.
- **Language:** - Arabic Mother tongue.
 - C3- Fair English

- **Personel Skills:**

- ✓ Helpful.
- ✓ Training, teaching & Knowledge Transfer.
- ✓ Communication.
- ✓ Time Management.
- ✓ Data Analysis.
- ✓ Decision Maker.
- ✓ Problem Solving.
- ✓ Collaboration.

- **Additional Data**

- **Date of Birth:** May 21 -1973.
- **Marital Status:** Married (No children)
- **Valid Driver's License 2023**

References are ready upon request