

Amir Mohamed Abd El Samie

Maadi - Cairo

Cairo, Egypt, July 21, 1981

Career Summary

Results-driven Human Resources and Administration Manager with more than 15 years of progressive experience in human resources, administration, finance, and information systems within the financial services and investment management industry. Proven track record of leading organizational transformation, optimizing operational efficiency and ensuring regulatory compliance in highly regulated environments. Currently overseeing HR and administrative functions at Misr Asset Management Company (MAM), supporting the management of assets exceeding EGP 46 billion. Recognized for strategic leadership, workforce planning, governance, digital transformation, and the ability to align people, processes, and technology with business objectives.

Experiences

HR Manager

MAM | Jan 2018 – Present

- Manage HR operations including payroll, taxation, social insurance, and employee relations.
- Develop and implement HR policies aligned with labor law and company objectives.
- Oversee administrative services, budgeting, and interdepartmental coordination.
- Prepare regular reports and advise the CEO on HR and operational decisions.

Senior Accountant

MAM | 2015 – 2018

- Prepared financial statements, bank reconciliations, and monthly tax reports.
- Monitored investment portfolios and daily stock exchange trading activities.
- Supported annual audits and regulatory compliance with FRA and Tax Authority.

IT & Systems Director

MAM | 2012 – 2015

- Led IT infrastructure projects, database management, and cyber security controls.
- Managed ERP systems and coordinated with EGX and FRA on digital compliance.
- Designed and launched the company's website and data backup protocols. Ensure the stability of MCSD leased line connections and other connections such as ADSL and our DB developers. Create a new company website.

Customer Service

American Group Company – Dubai

November 2011 – November 2014

- Investigate and resolve customer problems.
- Follow-up the tasks of branch managers.

Information Technology

B-Connect

May 2005 – 2011

- Dealing with the retail system of ERB Group (Future 2010) and Pharmaceutical System (Electronic Pharmacy).
- Responsible for settings and configuration.
- Software implementation.
- Organizing training periods.
- Monitoring the systems.
- Perform maintenance.

Core Skills and Competencies

Leadership & Team Development

Strategic Planning & Business Vision

Financial Analysis & Budget Control

HR Systems & Payroll Management

Regulatory Compliance (FRA, Tax Authority)

Digital Transformation & IT Governance

Education & Certifications

Bachelor's Degree in Information Systems – Taibah Academy, 2005

Diploma in Human Resources for Professionals at **EGYCHAM**

Certified Hardware Professional – Institute of International Peace, 2003

Licensed Human Resources Manager – Financial Regulatory Authority (FRA)

Languages

- Proficiency in Arabic and English
- Proficiency in Microsoft software. SQL Sybase. Cisco