

Name: Ahmed Reda Abdel Moneam Hanafy Moustafa



## **Objective**

Seeking for opportunity as HR Supervisor

## **Education**

New Cairo Academy in Egypt, Bachelor's Degree of Business Information System, Good, Graduated June 2005

## **Work Experience**

**HR Personnel Specialist at Royal labs For Medical Investigations, Cairo**  
(June 2018 – Till Now)

- Prepare paperwork, schedule, and facilitate smooth new hire onboarding process, coordinating with cross-functional departments to deliver an exceptional first-day experience
- Handle all administrative tasks for onboarding, new hire orientation, and exit interviews, including entering data into HR information systems and auditing for accuracy and compliance
- Provide an effective and dedicated HR advisory service to employees in relation to absence and health issues, conduct and capability, grievance matters, organizational change, and all other employee-relations matters
- Be the primary backup for payroll processing, including; bi-weekly and semi-monthly updates to employee files, bonus/incentive pay, tracking vacation/sick pay, importing expense reimbursements, inputting exceptions, hourly employee validations, and benefit changes
- Assist in the communication, interpretation, and upkeep of employee handbook, employee directory, and organizational chart, and contributes to the development of policies
- Maintain employee files and records in electronic and paper form
- Enhance job satisfaction by resolving issues promptly, applying new perks and benefits and organizing team building activities

**Relationship Manager** at Damac Properties, Dubai, UAE  
(November 2015 – January 2018)

- Schedule meetings in the office and on project sites for existing clients and potential investors.
- Negotiate prices, payment plans for investors.
- Sale of Damac Villas, Townhouses and High-end Hotel apartments to investors as well as end-users.
- Travel on business trips to potential markets and meet with high-net worth individuals and organizations to promote, market and sell off-plan and ready properties.
- Participate in Exhibitions and promotional events in Dubai, Abu Dhabi and other parts of the Middle East.
- Recruit local and foreign real estate brokers as agents to promote and sell off-plan and ready properties in Dubai.
- Market and promote completed and off-plan properties to existing clients and potential investors globally.

**Store Manager** at **Paris Group International L.L.C, Dubai, UAE**  
(January 2010 – November 2015)

- Conduct monthly review meeting with respective brand managers and showroom managers to review the monthly reports in order to take the necessary action according to the current status
- Create a monthly report for the executive team along with assessment report per brand and analyze company's sell-in and sell-out
- Audit & control Suppliers Monthly sales report and conducting their general sales conditions
- Develop and Maintain proper communication between management and associates
- Provide and inspire outstanding service to our customers by maintaining after sales
- Advise management on communication issues and strategies
- Determine measurement metrics for customer acquisition tools and lifetime value.

**Assistant Manager** at **Al Shaya Group** (2008 – 2010)

**Assistant Manager** at **Adidas Original** (2006 – 2008)

## **Courses & Training**

- **HR Advanced Diploma at EgyCham** (Accredited from EgyCham & HRCI & Ain Shams University) (August 2021 – In Progress)
- **HR Professional Diploma at EgyCham** (Accredited from EgyCham & HRCI & Ain Shams University) (May 2021 – August 2021)
- **HR Professional Diploma at** (Accredit from HRCI) –(100Hour) (March 2021 – May 2021)
- Training in Customer Service at (ALSHAYA) Group
- Training how to be leader and assertive with your team at (ALSHAYA) Group
- Training in Visual Merchandise at (ALSHAYA) Group
- Basic Internet Service (2002), American University in Cairo
- (A+) at New Cairo Academy
- SQL

## **Skills**

- Excellent typing in both Arabic and English
- Excellent using Microsoft Office tools Word, Excel, Power Point
- Ability of surfing Internet sites and search engine tools such as "Google and Bing Search
- Arabic; Mother Tongue
- English; very good Writing, Speaking, Listening
- Russian; Fair Speaking and Listening
- Ability to work under pressure
- Analyzing data, analyzing problems
- Dealing with complaints, decision making, gathering information

## **Personal Information**

Birthdate: 11<sup>th</sup> December 1982

Address: 118 Omar Ibn El-Khatib St, 10<sup>th</sup> District, Zahraa Nasr City, Cairo

Driving License: Available

## **References**

Available Upon Request