



# Mohammed Essam Eldin



**Address:** Ghamra Downtown,  
Egypt.



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## CAREER OBJECTIVE

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Seeking a Human Resources Management position where my professional experience and education will allow me to make an immediate contribution as an integral part of a progressive company.

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## H SKILLS

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|---|-------------------------------------|
| ◆ Staff Recruitment & Retention         | ◆ Planning and Organizing           |
| ◆ Training & Development                | ◆ Attention to Details              |
| ◆ HR Policies & Procedures              | ◆ Benefits Administration & Payroll |
| ◆ Conflict Management & Problem Solving | ◆ Training Needs Analysis           |
| ◆ Leadership & supervision              | ◆ Organization Development          |
| ◆ Communication & Negotiation           | ◆ Time Management & Scheduling      |
| ◆ Onboarding                            | ◆ Employee Relations                |
| ◆ Grading system                        | ◆ Employee's compensation           |

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## EDUCATION

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### MANSOURA UNIVERSITY

- ◆ **Bachelor in Business Administration** – Faculty of Commerce , 2013

### AIN SHAMS UNIVERSITY

- ◆ **Dipoma in Huamn Resource Management.**

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## EXPERIENCE

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### Alfayomi for Food Industries (Alfayomi Coffee)

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|-------------------------------|-----------------------------------|
| ◆ <b>HR Section Head</b>      | ( May 2019 – Present )            |
| ◆ <b>HR Specialist</b>        | ( November 2018 – May 2019 )      |
| ◆ <b>HR Coordinator</b>       | ( January 2018 - October 2018 )   |
| ◆ <b>Personnel Specialist</b> | ( January 2017 - December 2017 )  |
| ◆ <b>HR Admin Assistant</b>   | ( December 2015 – December 2016 ) |

### Awlad Ragab, ( August 2015 – October 2015 )

- ◆ **HR Generalist**

### Normalize for Artificial Limbs, ( March 2015 – August 2015 )

- ◆ **Marketing Representative**

### Misr Spinning and Weaving Company , (3 months)

- ◆ **Summer Internship**

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## ACHIEVEMENTS

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- ◆ Acting as HR department Section Head 2019 & 2020.
- ◆ Startup the Personnel Department.
- ◆ Set and Assist in HR Policies and Procedures.
- ◆ Implement and Set annual increase of 2019 & 2020.
- ◆ Employee of the Year 2018.
- ◆ Supervising on Personnel department.
- ◆ Implement Egyptian labor law 2020.
- ◆ Participate in visual identity.
- ◆ Team Leader of Call Center Department (6 Months).
- ◆ Training and development the company staff & make an orientation training to the new staff.
- ◆ Participate in strategic Objectives.

- ◆ Participate in opening new five stores.
- ◆ Participate in the implementation of the Human Resources System (HRMS).
- ◆ Implement the call center system.

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## **COURSES & CERTIFICATES**

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### **COURSES**

- ◆ Course in Human Resources Management (HRM).  
From: New Horizons center
  - ◆ Personnel workshop  
From: Human Capital Community (HCC).
  - ◆ English Courses  
From: New Horizons center
  - ◆ Oracle E-Business Suite Human Resources Management System (HRMS).  
From: Egabi Learn.
  - ◆ Certified Future Professional Trainer (CFPT)  
From: Canadian Training Centre of Human Development
  - ◆ Master Practitioner Neuro Linguistic Programming (NLP).  
From: Canadian Training Centre of Neuro Linguistic Programming.
  - ◆ Course in Stress Management.  
From: Edu.Master training & development center.
  - ◆ Course in Strategic Planning.  
From: Edu.Master training & development center.
  - ◆ Course in Develop the skills of "Human Resources Management"  
From: Managerial training and consulting center Faculty of Commerce - Mansoura University.
  - ◆ Course in Time Management.  
From: University Development Center - Mansoura University
  - ◆ ICDL V5.
  - ◆ Online Courses In
 

• Social media marketing	• Strategic planning	• Presenting data
• Effective presentations	• Hiring staff	• IT for business success
• Setting prices	• Effective leadership	• Your target audience
• Managing contact information	• Customer relationship management (CRM)	
- From: HP LIFE e Learning.

### **◆SEMINARS**

- |                         |                     |   |
|-------------------------|---------------------|---|
| • Strategic Planning    | • Crisis Management | • Emotional Intelligence                |
| • Effective Negotiation | • Sales Marketing   | • Body Language                         |
| • Functional Excellence | • Positive Thinking | • Making Decisions and problem Solving. |
- From: Canadian Training Centre of Human Development.
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- |                           |                     |
|---------------------------|---------------------|
| • Balanced life           | • Equations success |
| • Creativity and Thinking | • Sort your life    |
- From: Gulf Innovation For Training & Consulting Center.

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## **OF NOTE**

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### **Professional Development:**

- ◆ Complete ongoing training in the areas of compensation and benefits, employee and labor relations, leaves of absence, workers' compensation and workplace safety/security.

### **Affiliations:**

- ◆ Resala Charity Organization.
- ◆ Formerly Member of International Trainers' Academy .

### **Languages**

- ◆ Arabic : Mother tongue.
- ◆ English : very good reading & writing good spoken.

### **Computer Skills**

- ◆ Windows and Internet
- ◆ Microsoft office (Word, PowerPoint, Excel, Access, Outlook)

### **HOBBIES & INTERESTS**

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|-----------|-----------------------|
| ◆ Reading | ◆ Training courses    |
| ◆ Search  | ◆ Internet & Computer |

**REFERENCES:** Available on request.