



Ahmed Salah Moustafa

PERSONAL INFORMATION

Current Address  Khobar . Eastern Province. Saudi Arabia

Home Country  Nasr City . Cairo. Egypt

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Date of birth 13/02/1985 | Nationality Egyptian | Social status Married | Driving License Private

Educational Qualification



Bachelor of Management Information Systems - Business Administration,

(Delta University). Mansoura. Egypt, July 2006.

Graduation Project: Information Networks Protection with a very good grade.

Certificates

- International Computer Driving License (ICDL)
- Diploma in Human Resources from the American University in Cairo in 2004
- English Conversation Course from IT Share Center in 2005
- Google applications course from Al-Kifah Academy in 2017
- Approval of the Saudi Council of Engineers, membership number 673863, classification (specialist)

Computer skills:

Microsoft Office - Work professionally on applications
Adobe Photoshop - working on a program
For archiving files, documents and e-mail projects. Aconex- work on an application
Working on the application of SAP Success Factors.
Working on Adobe Premiere video editing software.
Working on platforms (strong / accomplished / municipal / resident)
Work human resources programs and attendance and leave.

WORK EXPERIENCE

02/08/2015 – Present



شركة الكفاح القابضة
Al-Kifah Holding Company

Office Manager (Director of Housing Projects Ministry of Defense)

Al Kifah Holding, Contracting Company Eastern Province, Khobar, Saudi Arabia

1. Supervising the administrative staff, the secretariat and the document auditor in the projects, monitoring the volume of work pressure and the rate of work.
2. The link between project team members and senior management with the Military Works Branch.
3. Organizing meetings and meetings, and their requirements, and presiding over some meetings.
4. Securing the necessary office furniture, organizing safety needs, and health supplies, and checking them periodically.
5. Reviewing the performance of the office in general with senior management.
6. Preparing a paper and electronic archiving system and maintaining self-records, technical panels and operational manuals for project management.
7. Preparing reports, special correspondence and presentation materials sent to the owner and to senior management.
8. Arranging business trips, meetings, appointments and car movement.
9. Business delegation to deal with incoming and outgoing mail from the project management and e-mail.
10. Performing general office tasks, such as copying, photocopying, faxing, mailing and archiving files.
11. Receiving visitors, clients and VIPs.

01/05/2012 – 05/05/2015



Branch Manager - Commercial Iron

AL-Musairiey Metal Industries Company, Riyadh, Saudi Arabia

1. The management and supervision of the branch employees is responsible for the daily supervision and leadership according to the regulating regulations and approved procedures.
2. Maintaining and supervising all banking procedures and operations for sellers in the branch
3. Holding monthly meetings with the sales team to discuss and solve problems and ways to develop and advance work and customer service.
4. Reviewing customers' feedback and transmitting them to the management, both in terms of manufactured goods and prices
5. Monitoring the sales team in terms of commitment to the general work rules, which include working hours and cleanliness in the branch.
6. Approval of all exchange documents after they are signed and reviewed by the financial accountant
7. To draw the attention of the sales team to any existing observations, whether on the staff, merchandise, or the branch in general.
8. Supervising the arrangement and storage of goods within the branch.
09. Monitoring the quantities of goods inside the branches and ensuring that they contain all items that are produced or in the warehouse.
10. Ensure that the sales department adheres to the prices and discounts specified by the management.
11. Coordination between the branch and the factories with regard to orders, quantities, delivery dates and deportations

01/06/2011 – 01/03/2012



Human Resources Specialist

Martim Jolie Ville Hotel (Group Hussein Salem hotels) EGYPT

1. Preparing classroom and coursework materials, homework assignments, and handouts.
2. Make and Ensure HR policies (like leaves, overtime records, warning letters, penalties, etc.)
3. Developing & updating Job Descriptions, Career Path and Organizational Charts of every Department on regular basis.
4. Administration of E-Mail distribution list, holiday / absence list, employee contact list, parking list, Sickness leave tracking.
5. Developing and Maintaining records of Performance Evaluation & Employee appraisals
6. Coordinates with department heads to conduct panel interviews to speed up the recruitment process
7. (depending on the urgency of filling the vacant position)
8. Responsible for adding new employees on SAP system
9. Responsible for sending HR announcements for newly hired employees
10. Preparing and performing the orientation for new employees
11. Sends the monthly joiners and leavers sheet to the compensation division
12. Open bank accounts for new employees to convert monthly salaries.
13. Follow up the Interviews schedules for all business lines and ensure the receipt of their evaluations.
14. Carries out additional HR related activities as required in relation to the HR structure within the division.

01/01/2010-01/05/2011



Deputy Director of Human Resources

Ambatt Group, Al Ambatt Contracting Company, Riyadh, Saudi Arabia

- Perform a variety of duties in support of the HRM including job and compensation analysis, employee recruitment and testing, ERP system management, training programs, labor and employee relations, negotiations and records management.
- Produce and deliver standard (monthly, quarterly, and annual) and customized HR reports. Oversee and lead recruitment and selection process.
- Conduct new hire orientations and exit interviews for executive management as needed. Review employee evaluations; ensure policies and procedures are adhered to.
- Coordinate leave of absences with employees; conduct interactive processes with employees.
- Oversee attendance and leave management.
- Coordinate and oversee payroll changes and salary.
- Coordinate and participate in preparing and developing the HR policies and procedures.
- Monitor the renewals of legal documents and safe keeping of the same.
- Provide information and general assistance to staff regarding human resources policies and procedures, answer questions and provide information regarding personnel actions, discipline, employee records, benefits and other related matters.
- Monitor and ensure timely employee contract renewals.
- Act as a point of contact and build influential candidate relationships during the selection process.



Human Resources Specialist

Madaen Star Group KSA, Riyadh, Saudi Arabia

- Enter all relevant and available employee information in the HR system and update regarding any change of status or other information.
- Respond to employee HR inquiries and requests for information within established guidelines.
- Process change of status, leave, attendance and other HR requests as per HR policies and procedures.
- Register leave and justified absence on HR system.
- Prepare supporting documents for HR requests before submitting them to Payroll.
- Source attendances reports from the attendance system and consolidate on monthly basis on cut-off date and submit to Payroll for processing.
- Liaise with IT Department to register new employees on the fingerprint machine on first working day.
- Track employee's probation period, initiate and process their probation period evaluation and take required action if they are not confirmed.
- Coordinate the opening of bank accounts for employees if required.
- Coordinate and book air ticket for employees' annual leave as per HR policy and procedure.
- Distribute performance appraisal forms and collect & collate completed forms.
- Perform effective coaching/counseling and if required, follow disciplinary procedures when rules and regulations are violated.
- Maintain and retrieve employee files, Preparing the requested HR reports.
- Perform any other HR function/tasks as per business needs.

Human Resources Coordinator

Vodafone International Services, Smart Village, Cairo, EGYPT

- Facilitating human resources processes.
- Acting as a liaison between employees and insurance providers.
- Resolving benefits-related problems.
- Ensuring the effective utilization of plans related to HR programs and services.
- Administering health and welfare plans, including enrollments, changes, and terminations
- Answering employee requests and questions.
- Assisting with new employee hiring processes.
- Reconciling benefits statements.
- Conducting audits of payroll, benefits, and other HR programs, and recommending corrective actions.
- Assisting with the performance review and termination processes.
- Assisting with the recruitment and interview processes.



Language Skills

Mother tongue

Arabic: Mother tongue

Foreign language

English: Reading, Listening, Speaking: Good

PERSONAL SKILLS

Organizational / Managerial Skills

- Organized and prioritized personal schedule.
- Focus oriented.
- Time management.
- Successfully working to match strict deadlines.
- Ability to work under pressure.
- Ability to cooperate and work within a team, as well as work individually.
- Combine patience, determination, and persistence to troubleshoot client issues.

Job - Related Skills

- Using various methods and techniques of working.
- Knowledge of computer and media.
- Data analysis and system error handling.
- Fact-checking and proofreading.
- Ability to transfer style, tone and cultural elements accurately from one company to another.
- Being non-judgmental and remain neutral.
- Ability to adhere to deadlines.
- Keeping files, personal details and any other sensitive material confidential and safe.