Michael Magdy 

Personnel Manager – HR Deputy Manager

|  |  |
| --- | --- |
| 🕿 : 01110100048 🖂 : michaelmagdyfarag@gmail.com🖎 : 29 April , 1984  | 22 Tower , TijanZahraa ElmaadiMaadi - Cairo |

Over 12 years of human resources experience, experience in recruitment and personnel, expertise in conflict resolution and labor relations, capable of collaborating with management to develop strategies, skilled in the analysis and improvement of the human resources division, create and implement hiring best practices.

# Education

**Bachelor of Laws -** Helwan University **May** **2005**

# Experience

**Wadi Degla Sporting Club and Wadi Degla Football Company**  **2011-05 present**

Personnel Manager

* Managing the recruitment and selection process.
* Ensure legal compliance throughout human resource management.
* Develop and monitor overall HR strategies, systems, tactics and procedures across the organization.
* Report to management and provide decision support through HR metrics.

**Samsung – Smart Sense**  **2010-2011**

Marketing Specialist

* Conducting market research to find answers about consumer requirements, habits and trends
* Brainstorming and developing ideas for creative marketing campaigns

**Wadi Degla Clubs** **2008-2010**

HR Specialist

* Responsible for the files section
* Organize employee vacations
* Help the payroll department in the issuance of salaries

**Al Mawred Al Thaqafy** **2006-2008**

Admin

* Responsible for all administrative work within the organization

# Professional Training

* **HR Management Diploma**

 American Academy

* **Basics of the HR Strategic Partnership**

Golds Mines.

* **Advanced Personnel Practitioner**

Real Hands- On

* **How to Manage Like a Pro**

Dale Carnegie

* **Beyond Recruiting**

Wadi Degla

* **Core values in Action Workshop**

B Plus

* **SAP Training Program**

# Skills

## Communication.

 Good listening and communication with all employees, improving mutual relations in the workplace with all departments.

## Organizational.

 Ability to handle multiple tasks simultaneously.

## Decision-making

 There is a lot of decision making involved in HR, here comes the role of expertise to make the right decision in favor of work.

## Training and developmental

Responsible for giving employees development opportunities in order to maximize performance and increase value

* **Budgeting**

Create a real budget for management, and reduce unnecessary expenses.