

CURRICULUM VITAE

PERSONAL DATA:

- **Name** : Ahmed Yosry Abd El Monem El Haddeney
- **date of birth** : 01-10-1990
- **Marital state** : Single
- **Nationality** : Egyptian
- **Address** : Mena Street –Sadat City-Menoffia
- **Telephone No** : 01061390152
- **e-mail** : Ahmedyosra925@gmail.com
- **Linkedin** : <https://www.linkedin.com/in/ahmed-yoursy-16746a164>
- **Military statuen** : Finished

Education:

Graduated from Faculty of law, Menoffia University. 2013

COMPUTER SKILLS:

- Has a good experience in the following software.
- Ms Excel , Ms word

- **Computer**

Office - Word & Excel & Power Point & Publisher .

Internet

- **Language**

Arabic: mother tongue

WORK EXPERIENCE:

- 1. Personnel affairs specialist at Al-Ahram Industrial Development Company from 1/2014 to 8/2022**
- 2. Human Resources Department Officer in all branches of Zayed Steel Company from 9/2022 to 4/2023**

Duties and responsibilities :

• Preparing the factors related to the attendance and departure of workers, fingerprints and salaries • Dealing with labor and insurance office • Payment of salaries • Preparing and submitting reports • Signing employee leaves • Providing administrative services to the fullest • Evaluate weaknesses and work to fix them • Management of development and change in the institution • Evaluating the performance of employees in order to motivate and encourage them to develop and improve their performance • Selection and appointment of new employees based on the required criteria and matching qualifications • Designing the organization's organizational structure and administrative hierarchy in accordance with administrative principles • Responsible for hiring in the company and conducting interviews • Interest in supervising employee relations • Organizing, planning and directing administrative functions and services in the company • Representing the link between the employees and the management of the company • Consult with staff to determine necessary qualifications and experience • Focusing on the applicants' experiences, academic qualifications, and necessary skills during job interviews • Defining job applicants with all the details of the job submitted to them, such as rights and duties • Employ or nominate qualified persons • Promote and encourage the workforce in order to obtain the best results • Solving problems that occur between employees and management • Introducing the company's managers to the company's policies • Create, organize, evaluate and lead training programmes • Enhancing the performance

of employees • Updating job qualifications and job descriptions for all positions in the company on an ongoing basis •

Preserving documents and records and preparing a system for retrieving old files and documents and recording modern data • Approve and sign leaves and leaves • Advising companies • Educating companies about the laws of the policy of hiring and dismissing individuals • Benefiting companies of all sizes, whether small, medium or large • Guiding startups and assisting them in setting up the necessary procedures in accordance with the law • Ensure that all company members are making every effort to achieve the goals • Designing a human resources model for the company's employment policy • Verifying that the workforce operates efficiently, effectively and productively • Provide advice on the policies and processes of human resources management in the company • Propose solutions to problems • Ensure that human resource services and programs conform to the organization's goals and that they are in line with legislation and instructions • Preparing reports related to projects and research related to human resources • Developing ways of analyzing data and information

Personal and job skills:

• Creative • self-control • Executive skills • negotiation skills • Reporting skills • Problem-solving skill • Work under pressure • Get things done quickly • Project management skill • Effective communication skills • Strong time management skills • High organizational and administrative skills • Familiarity with labor laws fully • Good presentation and explanation skills • Good computer skills • Planning and thinking strategically • Flexibility in dealing with special and humanitarian cases • The ability to perform multiple skills at the same time • Ability to use human resource systems or HRMS • Dealing with employees fairly and not discriminating between them, and taking into account their circumstances