



MOHAMED ARABY EID

Direct of Human Resources Department

CAREER SUMMARY:

- human resources with 12 year working experience in the managerial position.
- Efficient leadership qualities with ability to control and manage the department and generating the best outcome.
- Ability to balance the employee relations with the management.
- Maintaining high morale within the staff, to keep up the spirit of quality work within the employees.
- Experience of drafting plans for employee training, development and monitoring the factual outcome for the organization
- Proven ability of implementing "Employee coaching plans" as and when required.
- Experience of managing staffing for various departments, and ability to identify the over-staffing and making measures to make appropriate amendment.
- Ability to downsize the organization at times of need.
- Timely intervention to check out the quality of the work assigned and work efficiency in the employees.
- Planning activities to involve the employees to boost up their spirit from time-to-time.
- Monitoring and interacting with the employees and management regularly to understand the concerns and the key area to be amended for resolving the same.
- Excellent communication and inter-personal skills.
- Hard-working, dedicated and ability to work abiding the compliance.
- Efficient time-management skills giving importance to the employee satisfaction.

CONTACT

PHONE:

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PERSONAL DATA:

- Date of birth: 22th June 1979.
- Gender: - Male.
- Nationality: - Egyptian.
- Marital status: - Married.
- Military status: - Exempted.

EDUCATION INFORMATION:

- Faculty : - law
- University: - Helwan
- Year of graduation: - 2001
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COURSES:

- Communication skills 2010
- Human resource management 2011
- Diploma in business administration 2013
- Human resource management 2014
- Software test process 2015
- Software project management 2015
- Business Analysis for software projects 2016
- IOS 5 Certificate 2022

EXPERIENCES

LANGUAGE SKILLS:

- Native language Arabic.
- Good command of written and spoken English language

HIGHLIGHTS OF QUALIFICATIONS AND SKILLS

SKILLS SUMMARY

- Employee Selection & Development
- Occupational Safety
- Employment Law
- Recruitment & Onboarding
- Organizational Communication
- Developing Training Programs

PERSONAL SKILLS:

- Excellent communication skills.
- Ability to work under pressure.
- Self-motivated, dependable and goal oriented.
- Good presentation skills.
- Ability to work individually and as a co-operative team member.
- Can manage team very well.

COMPUTER SKILLS

• Basic Computer Skills

MS Office. Word, Excel, Outlook,

PowerPoint. OneNote, Access

Google Drive. Docs, Sheets, Slides, Forms

Email. Mail merge, filters, folders, rules.

QuickBooks. Expense tracking, accounts payable, invoicing, cash flow management, employee time tracking, reports, payroll

Social Media. Facebook, Twitter, giveaways, posts, customer interaction

Web. HTML, CSS, JavaScript, WordPress, Content Management Systems (CMS), code libraries

Graphical. Photoshop, Illustrator, InDesign, Acrobat, HTML/CSS, Corel Draw

(Human resources manager)
AMAN GROUP COMPANY



From February 2023 Until Now

(Director of Human Resources Department)
I.S.G and Arias Egypt



From nova 2021 January 2023

(Human resources manager)
In El Zaeem for real estate and consternation Co.
From nova 2018 nova 2021



(Human resources manager)
In omega SOF t Projects Co.



From July 2012 to oct 2018

(October branch manager) in Bernasos company.
(Bernasos stationery)



From November 2010 to June 2012

(Retail In Sales Dept. - Staff) in Arab Bank
(Arab Bank in Egypt)



From October 2007 to February 2011

(Sales Executive) in Premium Card
(Premium International for Credit Services)



From Nov 2004 to Sep 2007

- **Computer Hardware Skills**

Little knowledge about System administration, network configuration, software installation, security, tech support, updates, project management, research, , Windows, Linux, cloud management, AI/machine learning

HOBBIES & SPORTS

Team Sports

- Football

2 Person sports

- Tennis
- Table Tennis
- Wrestling

Fighting Sports

- Boxing
- Karate

Single Person Sports/exercise/activities

- Swimming
- Running
- Fishing

Creative Hobbies

- Cultivation of plants and trees
- Gardening

Instruments you could learn to play

- Singing
- Guitar

Things to do just for fun

- Spend the day at the beach
- Go see a movie
- Read
- Dominoes
- Learn to meditate

Kindly Note:

Legal and Revenue department

From (2/2002 up to 11/2004

(Somie Company for building and isolation materials)

In legal and workers affairs and sells.

From (2001 up to 2002)

(New Air Company for air conditions)

All documents and certificates are available upon request

Mohamed Araby