

Moataz Ibrahim Mohamed Abd El-Hafez

Personal Information:

Nationality: Egyptian

Military Status : Exempted

Date of birth : 23 Th. December 1987

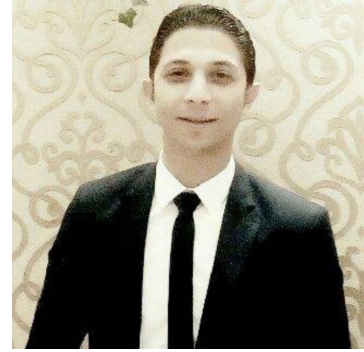
Marital Status: Married

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Education :

1. Bachelor degree of laws Alexandria University 2010

2. Diploma in general law Alexandria University 2013

Strong legal professional with a LLB, Law, C focused in Law from Graduate Studies Department Faculty of Law, University of Alexandria.

Work Experience:

Experience in HR feild, Legal Affairs and Corporate Lawyer with a demonstrated history of working in establishing companies. Skilled in Legal Writing, Report Writing, Document Drafting, and Risk Management.

1. **HR Manager** at British Egyptian for General Development (Galina for frozen fruits & vegetables) (Aug 2018 - Dec 2022)

2. **Administrative manager of Factory** at British Egyptian for General Development (Galina for frozen fruits & vegetables)

3. **Legal Affairs and HR Specialist** at British Egyptian for General Development (Galina for frozen fruits & vegetables)

4. **HR specialist** in Egyptian Company for Projects and Trade. (Nov 2017 - Aug-2018)
5. **Corporate Lawyer, Legal Affairs and HR Specialist** in Ofaly Holdings Corp (March 2012- Nov 2017)
6. **Lawyer** in SAMOKA for Legal Services, that for forcing the bank customers to pay their loans by all legal means (2010 -2011)

Other Experiences & knowledges:

HR knowledges:

1. Preparing the organizational structure.
2. Preparing the job descriptions.
3. Set up a wage structure, Maintain the2 pay plan and benefits program.
4. Oversee and manage a performance appraisal system that drives high performance
5. Preparing key performance indicators for departments and employees. (Quality, Quality Assurance, Production, Food Safety, Quality Lab, Stores, Production Efficiency Control, Procurement, Financial Management, Auditing, Costs, Financing and Banking, Logistics and Shipping, Marketing, Export, Technical Support, Occupational Safety and Health, Engineering Management (Electricity, Maintenance, Refrigeration, Boiler),
6. Participating in setting the estimated budget.
7. Develop and implement HR strategies and initiatives aligned with the overall business strategy.
8. Bridge management and employee relations by addressing demands, grievances or other issues.
9. Manage the recruitment and selection process.
10. Support current and future business needs through the development, engagement, motivation and preservation of human capital.
11. Develop and monitor overall HR strategies, systems, tactics and procedures across the organization.

- 12.Nurture a positive working environment
- 13.Assess training needs to apply and monitor training programs
- 14.Report to management and provide decision support through HR metrics
- 15.Ensure legal compliance throughout human resource management
- 16.Drafting the employment contracts, internal rules for employees and making the investigations with staff in case of violating the regulations.
- 17.Managing the training projects and supervising the junior staff.
- 18.Preparing and submitting the government reports, review reports and all other legal and administrative documents.
- 19.Knowing and organizing the documentary cycle of the institution's departments, reviewing and developing the administrative procedures and forms used.

Legal knowledges:

1. Drafting and manage all contracts, administration meetings minutes and providing the final and periodical reports to senior leaders.
2. Supporting the executives managers and stakeholders by providing the legal research, assessment and submitting the information related to legal issues.
3. Negotiating on transactions and attending the company meetings ,and having excellent communication skills in order to negotiate for reaching the desired goal.
4. Representing the company in the legal proceedings (in front of the authorities "governmental or non-governmental" and judicial courts).
5. Dealing with all the legal processes which related to the establishment of companies, ordinary or extraordinary general assemblies and amending their statutes.
6. Organizing and maintaining legal documents in various databases (electronic and archival).

7. Reviewing the new business relationships with vendors, subcontractors and the clients to ensure that are in compliance with the law.

Knowledges of food safety requirements:

1. GMP
2. HACCP
3. ISO22000
4. Requirements of the National Authority for Food Safety and attend the inspections, Participate in getting whitelisted.
5. Requirements of BRC and attend the inspections, Participate in getting the Certificate.

Achievements:

I took all legal procedures to establish the following companies:

- 1.Ofaly.pay (Egypt) for Computerized network services ltd, Catalin Braescu CEO
- 2.Ofaly.promo (Egypt) for Advertising and Promotion Ltd Catalin Braescu CEO
- 3..Ofaly.Press (Egypt) for Distribution Ltd, Catalin Braescu CEO
- 4.Ofaly.Express (Egypt) for Software Ltd, Catalin Braescu CEO
- 5.Eshtimpex (Egypt) for Import and Export Services Ltd, Catalin Braescu CEO
6. TD for Petroleum Services ltd
- 7.Nile Enterprise for Smart Services Ltd (NileSmart)., Dr. Ahmed Nazif CEO

Other skills: Languages:

Arabic Basic

English Good

Computer skills:

Good knowledge of Microsoft Excel & Microsoft Word. I have also undertaken various IT courses at University to improve and I am a regular user of email and internet.

Organisational:

Time management skills gained through projects and course work and prioritizing tasks to meet deadlines.

Communication:

Excellent interpersonal and communication skills. I have been an active member of the debating team during my undergraduate study.

Training Courses:

1. Certified as International arbitration adviser from Egyptian International Arbitration Centre.
2. ICDL certified.
3. ISO22000
4. HACCP

References Available upon request.

***I appreciate your taking the time to review my credentials and experience.

Thank you for your consideration.

Sincerely,

Moataz Ibrahim