

## Momen Sayed Abo-Ali

### Personal Information:

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### Objective:

I am hardworking human resources specialist with 3 years' experience in human resources management. seeking an opportunity in a reputable organization in the field of human resources management, administration management & public relations where I can utilize my skills and experience and gain knowledge, new skills, and exposure.

### Education:

- Bachelor of law from Alexandria university. (2017).
- Preparing for master's degree Arizona university.

### Experience:

- Human resources Training and development specialist for the general syndicate for the trainers of human development (10-2021: Till Now).
- Administrative supervisor for Success partner's company (03 – 2020: 11- 2023).
- Electronic training platform manager for Global Academy of Development Schoolers and Creativity (01-2021: Till Now).  
<https://www.facebook.com/share/p/54YLGR5Drx2oFDMh/>
- Documentation specialist for Pharo Pharma pharmaceuticals company (01-2020: Till Now).

### Certification:

- Certified honorary doctorate in sustainable development.
- Certified soft skills trainer from general syndicate for the trainers of human development.
- Certified human resources consultant from Arab Center for administrative development and Strategic Studies.
- Certified human resources specialists from Arabah foundation for Training Consultants.
- Certified human resources management diploma from Arab Foundation of teachers.
- Certified training of trainer Diploma from general syndicate of human development trainers.
- Certified human resources specialist from integrated experiences foundation.
- Training course in employees' motivation from Arab Center for administrative development and Strategic Studies.
- Training course in Performance appraisal from Arab Center for administrative development and Strategic Studies.
- Training course in attracting and talent acquisition from Arab Center for administrative development and Strategic Studies.

#### language:

- Arabic (native).
- English (very good).

#### skills:

- High Presentation, Communication and Marketing Skills.
- Strong Negotiations skills.
- Motivated, Efficient, Patient, Accurate, And Detail–Oriented.
- Strong Analytical and Problem-Solving.
- Fast Learner, Hard Worker.
- Ability to Work in Harmony with Teams.
- Microsoft Office (Excell – Word – Power Point).

#### employee relation:

- Conduct interviews with candidates matching the job specifications, assessing them according to the job competency model.
- Advertise vacant positions on various social media platforms and other available channels .
- Prepare Human resources reports, such as Employee turnover report, Exit interview analysis report and cost per hiring metric report.
- Communicate among all the departments and with managers.
- Responsible for designing and implementing training programs.
- Responsible for designing and implementing soft skills training programs for employees: <https://www.facebook.com/share/p/HScNxzw4pH3LiLd6>
- Responsible for conducting motivational lectures for employees.
- Explain and discuss the job offer with selected candidates, highlighting the company's benefits, using my negotiations skills.
- Conducting the exit interviews and Preparing exit interviews report by the end of each month.
- Using ERP System (ALMotaKamel Application).