

CURRICULUM VITAE

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Education

- Doctorate of Business Administration – Human resources - Ain shams University 2012.
- Master of Business Administration – MBA - Arab Academy for Science, Technology, and Maritime Transport 2007.
- Faculty of Law- Ain Shams University- Bachelor of law 1997.

Training and conferences

- A Series of Successful Management Experiences "(use of technology and innovation to achieve the objectives of sustainable development in the Arab region) - Arab Administrative Development Organization – 2018.
- Modern concepts of Human Resources Management – National Management Institute – 2018.
- Strategic Planning and measurement Indicators – Leadership & Management Development Center – 2017.
- Human Resources Managers Program - Ain Shams University – 2015.
- Project management professional (PMP) Training Course -2012.
- Performance Appraisal Workshop – Career Gates – The British Training Institute -2012.
- Attending “ICAM Conference of Management” in Bahamas – America- 2012.
- International law Training program - European Community -2002.
- Attending “lawyers for the New Millennium” Conference in Lebanon-2002.
- Intellectual property law Training program from -2001 - Agriculture researches center.
 - Academy of scientific research and technology.
 - Arab Lawyers Union.

Experience

Ministry of Communications and Information Technology

Positions - MCIT:

Training and Performance Management Manger from September - 2015 to present:

- Responsible for managing National and International Training and Grants that the ministry received from other countries – Indoor and outdoor.
- Providing the post graduate studies internally and externally.
- Developing training needs and performance management plan and manage execution.
- Evaluate training needs and plan training programs accordingly.
- Develop, Implement, and maintain training plan to ensure that performance standards are met.
- Manage all departmental performance issues.
- Providing support for employee learning and development.

Performance Management department head from October 2011 to August 2015.

- Setting performance management plan, standards, policies, and procedures.
- Developing the performance management system allow for auto-calculations and formal documentation of the evaluations.
- Analyzing data and providing employees with clear, constructive performance feedback.

Technical office Manager for the Senior Advisor of the Minister of Communications and Information Technology from January 2002 to October 2011.

- Organizing and supervising all the administrative activities that facilitate the smooth running of an office.
- Formulating of Memos, Letters, E-mail's (English / Arabic) related to department activities.
- Following up all the financial, legal aspects supporting work.
- Writing reports for Senior Advisor and delivering presentations.
- Delegating work to staff and managing their work and outputs.
- Promoting staff development and training, management of vacation and attendance.

Human Resources Specialist “MCIT Employees Association” January 2002 – December 2006

- Helping in constructing “MCIT Employees Association” which concerning for providing employees several privileges.
- Helping in all the procedures for issuing and formulating internal rules and regulations.
- Providing offers such as Medical insurance, Internal and External travel, Discounts on goods and services.
- Participating in organizing several events such as “Rewarding Retirement Employees” or annual event to nominate “The Ideal Mother”.

Law researcher January 2002 – December 2006

- Participating in the preparation of internal policies and regulations for the ministry and relevant entities.

United Nations Development Program - MCIT

Human Resources Specialist - MCIT from September 2012 to present.

- Responsible for providing international training programs through international grants.
- Develop, implement, and maintain training plan to ensure that performance standards are met.

Project Coordinator in the projects of ICT Trust fund- January 2005 – January 2012.

- Responsible for coordinating the grants budgeting and all financial aspects related to the projects with the responsible entities.
- Follow-up government cost sharing budget in the projects.
- Follow-up the increasing investments of the ministry per fiscal year.

Committees memberships - MCIT:

Member of the committee for selecting “MCIT leaders” and The committee for selecting the minister’s associates - from January 2016 to January 2017 which responsible for:

- Organizing and supervising all the administrative activities.
- Arranging and scheduling the board of trustees meeting, recording meeting minutes, and distributing it on all the attendees and Follow up execution of recommendation.

Member in the “Advisory Committee of Ministry of Communication and Information

Technology” from January 2002 to October 2011 which responsible for:

- Conducting researches and studies to develop the financial, legal, and administrative work methods in the ministry.
- Reviewing the ministry agreements and grants.
- Proposing appropriate solutions for solving the legal, financial, and administrative problems encounter the Ministry.
- Organizing and supervising all the administrative activities that facilitate the smooth running of work.
- Arranging and scheduling the board of trustees meeting, recording meeting minutes, and distributing it on all the attendees.
- Following up all the financial, legal aspects supporting work.
- Performing different administration tasks including email handling, report writing and document control
- Delegating work to staff and managing their work and outputs.

Additional Projects Achieved - MCIT:

- Developing MCIT working procedures manual (2015).
- Participating in developing the MCIT new medical insurance system plus analyzing and solving any existing problems (2014).
- Participating in developing MCIT Job Skills Matrix (2013).
- Participating in Employee handbook project (2012).
- Participating in training activities (tenders, training needs, executing programs).
- Participating in recruitment activities (Interviews – Selection).
- Developing “The Ideal Employees” project (2012).
- Developing the “Performance Management System” to evaluate the employee’s performance (2010).
- Participating in reallocating many employees to different departments inside the Ministry (2010).
- Participating in establishing “MCIT Employees Association” (2009).
- Participating in the preparation of the Ministry internal employees’ rules and regulations and related entities (2005).

Part Time Jobs:

HR Consultant El Shabrawy group for real-estate investment and Petroleum services

from January 2005 to present which responsible for:

- Developing HR Strategy.
- Developing organization chart, Job analysis and Job Skills Matrix.
- Developing and implementing company-wide policies and procedures to establish standardization and drive staff compliance. (recruitment, training, performance management, grants, vacations, attendance)
- Developing the performance management system allow for auto-calculations and formal documentation of the evaluations and analyzing the results for providing employees with clear, constructive performance feedback.
- Evaluating training needs and plan training programs accordingly.
- Developing Medical insurance system.
- Developing Employee handbook manual.

HR Consultant El Fath Dying Factory from January 2000 to January 2010.

- Constructing HR functions including strategic HR, Recruitment, Training, and Performance appraisal.

Memberships:

Arab Lawyers Union

Member in Arab Lawyers Union- 1997-2001

- Responsible for helping team in coordinating and organizing conferences activities.

References.

- Mr. Ahmed elshabrawy – CEO – Elshabrawy Group
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Phone: +202-01001664144
- Dr. Sherif El Ghazali – The Minister Advisor for Human Resources Development –
Ministry of Communications and Information Technology.
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- Dr. Mohamed Elkady HR consultant at Misr Poultry, Misr Scan and HR Instructor at the
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