



Ahmed Mohamed Sharawy

Birth date: 4/14/1970

EDUCATION

Arab Academy for Science,
Technology & Maritime Transport
Bachelor degree of Tourism and Hotels
First Level -in Sept 1991 (V. Good)
Specialization (Hotel Management)

COURSES

- Documentation and Office Management | 2000
 - H.R-KPI,S (Key performance indicator)
 - . Recruitment kpi / 2008
 - . Training Kpi/ 2010
 - . H.R Efficiency Kpi /2017
- From:
(Leader ship & Management Development center)

SKILL HIGHLIGHTS

- Leadership Capabilities
- Multitasking capabilities
- Problem solving
- Supports company operations by maintaining office Systems and supervising staff
- Full responsibility for human resource strategies
- Responsibility for the employee affairs
(Employment - insurances - attendance & departure - salary effects)
- The benefits for employees
(Transfers + private medical services + life insurance)
- Payroll
(Preparing accounts in the bank for the payment of salaries)
(preparing payroll statements and sending them to the bank)
(preparing payroll cost centers for each department)
- Training
Preparing training plans with specialized centers to develop and train employees in all departments

Soft Skills

- Microsoft Office
Word - Excel - PowerPoint
- Work on A program
(SAB & ALPHA)
- Strong decision maker
- Service-focused
- Organized
- Attention to details
- Building relationships
- Good Management

LANGUAGES

- Arabic -C2
- English -B1

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HOBBIES

- Reading & Writing
- Human Development
- Self-Development
- Sports

Salary

Basics + Bonuses
Net.20000 E.P /Monthly

- Preparing year reports on the manpower needed and evaluating factory workers (technical + administrative)
- Occupational safety and health - follow-up of all factory licenses - maintenance of factory-owned cars - electricity
- Keeps management informed by reviewing and analyzing Special reports; summarizing information identifying trends

OBJECTIVE

To secure a challenging and responsible position in a corporation, where my education, qualification, professional experience as well as growth capabilities can be fully utilized



EXPERIENCE

- Human Resources Manager
National Industrial & Trading Co. 6 October (ROCA & GRAVENA) Producing Sanitary Ware - Waters mixers - Bathtubs
August 2016 -- May 2021
- Ass. H.R.D Manger/ Personnel Affairs Manger
National Industrial & Trading Co. Mansoura (ROCA) Sanitary Ware
June 2015 -- August 2016
- H.R - Administrator (Section head)
Arab Swiss Engineering Company ASEC
February 2012- May 2015
- H.R/ Administrator (Section head)
Arab Swiss Engineering Company ASEC
EL Takamol cement in Sudan
October 2009 - January 2012
- HR/ Administrator.
ASEC.Sinai cement (grey)
January 2007 - September 2009
- Assistant Branch manager. Sales department
Nile engineering commerce company for / AC (SHAMS) The first distributor of Carrier / AC
November 1998 - February 2006
- 3th- Assistant Food and beverage Manager
Mena House Obroi Hotel
January 1992 - October 1998