



## Curriculum Vitae

### **Dr. Adel Ahmed Abd Alshafy Mohammed**

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#### Objective

To work in the field of development of human resources and administrative planning, which is designed to make optimum use of human energy and orientation to increase production capacity through human resources management functions, which include the appointment of the best items, and then train and keep them where they are the main pillar of investment and competition strongly and improve the production process.

#### Personal details:

Nationality : *Egyptian*  
Religion : *Moslem*  
Date of Birth : *7/1/1974*  
Status of Military service : *finished*  
Marital status : *married*

#### Qualifications:-

Qualification	Track	From	Grade	Year
Philosophy Doctor of science (Ph.D.) Business Administration.	( Human Resources)	Sadat Academy for Management Sciences	A+	2020
Master of science (M.Sc.) Business Administration.	( Human Resources)	Sadat Academy for Management Sciences	A+	2012
Post Graduate Diploma.	International Career Coaching	ESLSCA BUSINESS SCHOOL (France )	B +	2011
Bachelor Business Administration.	Business Administration.	High institute of Business Administration.	V.G	2009
Bachelor Computer science	Computer science	Abbasia High Technical institute	V.G	1995

## **Professional Experience History:-**

<b>Job Title</b>	<b>Period</b>	<b>Association</b>
<b>Technical support specialist</b>	<b>1993-1994</b>	<b>Top Tech for computer systems</b>
<b>Customer service specialist</b>	<b>1994-1995</b>	<b>FALCON for computer systems</b>
<b>Senior Personnel specialist</b>	<b>1995-1996</b>	<b>Army forces during military service</b>
<b>HR specialist</b>	<b>1996-1997</b>	<b>MM for Trade &amp; Distribution</b>
<b>HR Manager</b>	<b>2007-2010</b>	<b>Bloomberg Broker &amp; investment group</b>
<b>HR Manager</b>	<b>1998 - present</b>	<b>Eyes Society of Egypt AL- NOUR EYE HOSPITAL Founded by Dr. Aly Almofty</b>

### ***Tasks***

- Serve as a link between management and employees by handling questions, interpreting and administering contracts and helping resolve work-related problems.
- Analyze and modify compensation and benefits policies to establish competitive programs and ensure compliance with legal requirements.
- Advise managers on organizational policy matters such as equal employment opportunity and sexual harassment, and recommend needed changes.
- Perform difficult staffing duties, including dealing with understaffing, refereeing disputes, firing employees, and administering disciplinary procedures.
- Plan and conduct new employee orientation to foster positive attitude toward organizational objectives.
- Identify staff vacancies and recruit, interview and select applicants.
- Plan, direct, supervise, and coordinate work activities of subordinates and staff relating to employment, compensation, labor relations, and employee relations.
- Plan, organize, direct, control or coordinate the personnel, training, or labor relations activities of an organization.
- Represent organization at personnel-related hearings and investigations.
- Administer compensation, benefits and performance management systems, and safety and recreation programs.

### ***Knowledge***

**Personnel and Human Resources** — Knowledge of principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiation, and personnel information systems.

**Administration and Management** — Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.

**Customer and Personal Service** — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

**Law and Government** — Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.

**Psychology** — Knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; psychological research methods; and the assessment and treatment of behavioral and affective disorders.

**Education and Training** — Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.

**Mathematics** — Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.

## ***Skills***

**Active Listening** — Giving full attention to what other people are saying

**Management of Personnel Resources** — Motivating, developing, and directing people as they work, identifying the best people for the job.

**Social Perceptiveness** — Being aware of others' reactions and understanding why they react as they do.

**Speaking** — Talking to others to convey information effectively.

**Coordination** — Adjusting actions in relation to others' actions.

**Critical Thinking** — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

**Reading Comprehension** — Understanding written sentences and paragraphs in work related documents.

**Judgment and Decision Making** — Considering the relative costs and benefits of potential actions to choose the most appropriate one.

**Negotiation** — Bringing others together and trying to reconcile differences.

**Complex Problem Solving** — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

## ***Abilities***

**Oral Comprehension - Written Comprehension- Oral Expression-**

**Speech Recognition- Written Expression- Deductive Reasoning**

**Inductive Reasoning- Problem Sensitivity- Fluency of Ideas**

## ***Work Activities***

**Communicating with Supervisors, Peers, or Subordinates** — Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.

**Resolving Conflicts and Negotiating with Others** — Handling complaints, settling disputes, and resolving grievances and conflicts, or otherwise negotiating with others.

**Establishing and Maintaining Interpersonal Relationships** — Developing constructive and cooperative working relationships with others, and maintaining them over time.

**Making Decisions and Solving Problems** — Analyzing information and evaluating results to choose the best solution and solve problems.

**Evaluating Information to Determine Compliance with Standards** — Using relevant information and individual judgment to determine whether events or processes comply with laws, regulations, or standards.

**Judging the Qualities of Things, Services, or People** — Assessing the value, importance, or quality of things or people.

**Getting Information** — Observing, receiving, and otherwise obtaining information from all relevant sources.

**Developing and Building Teams** — Encouraging and building mutual trust, respect, and cooperation among team members.

**Updating and Using Relevant Knowledge** — Keeping up-to-date technically and applying new knowledge to your job.

**Staffing Organizational Units** — Recruiting, interviewing, selecting, hiring, and promoting employees in an organization.