

Mohammed Hamdy Moyasser

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Career Objective:

I seek to assume a leadership role in a prestigious organization where I can utilize my experience in management and organizing operations to increase performance efficiency, enhance coordination between departments, improve the work environment, and achieve strategic objectives while ensuring compliance with regulatory standards to achieve sustainable success for the organization.

Education

1. Bachelor of Commerce in Accounting: Alexandria University, Alexandria, Egypt (1996 - 2000)

- **Grade:** Good

Professional Experience:

1. Administrative Manager: Alexandria house of english school (10/2019 - still now)

- Participate in formulating, developing and reviewing administrative affairs regulations with management.
- Review and audit the procedures, forms, records and instructions of the administrative affairs system.
- Verifying that all administrative instructions are followed and imposing penalties on violators.
- Preparing and developing organizational structure in accordance with the company's objectives.
- Supervising the identification of the needs of all schools and following up on their provision.
- Supervising and following up on all maintenance work in all school facilities.
- Supervising all work of the school's salaries and wages.
- Follow up on the implementation of the school's internal regulations, sanctions regulations.
- Follow up on the implementation of student activity plans and provide the necessary needs.
- Working to provide maintenance, transportation and cleaning services for the school.
- Supervising the work of external contractors and school transportation service providers 'buses' and maintenance Cleanliness, internal security and follow-up of the level of quality of services provided.
- Cooperation with the relevant authorities to provide an attractive and safe educational environment.
- Supervision and follow-up on the movement and bus routes in the school.
- Supervising the safety of the infrastructure of administrative units and taking preventive measures.
- Security supervision and follow-up and protecting the institution's contents from theft.
- Follow up on the security and safety plan with the relevant official, provide implementation requirements, and train the concerned parties.
- Supervision and follow-up of the procedures and instructions of industrial security followed by the institution with the competent official and ensure the validity of these procedures.
- Submit reports to senior management and discuss them in periodic meetings.

2. Senior Accountant: Alexandria House of English school (11/2007 - 9/2019)

- Collect data and prepare weekly purchasing reports and submit them to management.
- Prepare and process monthly payroll and employee benefits.
- Conduct studies and make recommendations to improve the organization's accounting operations.
- Perform general office duties, administrative tasks and manage internal and external mail functions.

3. Accountant: Egyptian Abrasives Co. (3/2003 - 7/2007)

- Analyze financial information to prepare entries in accounts and process monthly salaries of employees.
- Collect appropriate data, prepare reports and tax returns and make recommendations to improve the accounting operations of the organization.
- Prepare accounts, financial planning, budgeting and monitor cost analysis programs.
- Conduct statistical analyses to identify changes and prepare reports showing the results.
- Conduct daily, monthly, quarterly and annual accounting activities.

4. Accounting Assistant: Voltex Co. for Textile

(7/2002 - 12/2002)

- Preparing and process monthly Payroll and employees benefits.
- Conducting studies and submits recommendations for improving the organization's accounting operation.
- Performing general office duties and administrative tasks.

Volunteer Work:

1. Volunteer: Resala Foundation

(2002 - 2004)

- Providing clothes, blankets, and school supplies to orphanages, the poor, and the needy in poor villages.
- Spending a full day serving nursing homes, providing them with food and helping them meet their needs.

2. Volunteer: Ali Ibn Abi Talib Charitable Society

(2006 - 2008)

- Visiting the association's orphanage and providing all its supplies, including clothes and school supplies.
- Sponsoring orphans for some orphans in the home and paying their school fees.

Training and Courses:

1. HR Specialist: EAAC

(40 hours)

- Organization Chart, Manpower planning, Job Analysis, Compensation & Benefits, Recruitment & Selection, Performance Management, Training Needs Analysis, Payroll, Personnel.

2. Origination Designer Training: Trainer Ahmed Akel

(32 hours)

- Strategic Human Resources Management, Job Analysis & Job Design.
- **Certified by "HRCI"** Human Resources Certification Institute in America.

3. Human Recourse Management

(20 hours)

- Middle East Alliance for Innovation & Consultancy, Human Resources Profession Association, London Academy of Professional Training – UK, Smart Harmony Training & Development - Dubai ,UAE.

4. Effective Leaders Preparation: Udemy

(10 hours)

5. How to be HR: Trainer Ahmed Akel

(3 hours)

- Management Concept and Function & Human Resources Management Definition, Goals and Roles.

HR-M Abilities & Skills:

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| • Extracting and Formulating Vision & Mission Data. | • Manpower Planning and Gap Analysis Calculate. |
| • Extracting and Organizing long-term Strategic Goals. | • Using different methods for Job-Data Collection. |
| • Defining Objectives that achieve Strategic Goals. | • Define Subsidiary and Strategic Job Data. |
| • Using the SMART Model to Study Objectives. | • Define Duties, Responsibilities and tasks (DTRs). |
| • Determine required Departments for Organization. | • Designing and Creating Job Description Forms. |
| • Defining and Drawing Organizational Structure. | • Determine required Job specifications. |

Tools & Languages:

1. English & Turkish Language

"Intermediate"

- Understand most linguistic terms and read moderately complex sentences.
- Write a clear text in grammatically and spelling correct sentences.
- Able to interact well with native speakers of the language.
- Able to give a presentation to explain some familiar topics.

2. Microsoft Outlook

"Advanced"

- Organize mail using folders, Create rules to filter and sort messages, Schedule appointments & meetings.
- Create to-do lists and track their progress, Create contact groups to facilitate group communication.
- Integrate with other Microsoft programs and send attachments directly from Word, Excel or PowerPoint.

3. Microsoft Access

"Advanced"

- Create forms, enter data, and store information such as customer, product, sales, and inventory data.
- Design queries to extract and analyze data, create professional reports, and link data to different tables.

4. Microsoft Word

"Advanced"

- Inserting and formatting text, paragraphs, sections, tables and graphic elements.
- Sorting data, find & replace text, Check spelling & add comments, Protect files.
- Creating and Managing tables, lists and references.

5. Microsoft Excel

"Advanced"

- Data entry, cell formatting, creating tables and performing calculations.
- Create and Manage cells, ranges, tables, charts and objects.
- Use basic formulas and functions to perform various operations.
- Create and Manage advanced formulas, macros, charts.

6. Microsoft Powerpoint

"Advanced"

- Insert and format shapes, slides, tables, charts, SmartArt, 3D models and media.
- Create slide content and Apply transitions & animations.

Reference:

1. Walid Kamel Abu Taleb

- **Position:** Chief Accountant
- **Company:** Egyptian Abrasives Co.
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2. Mr. Ahmed Hussien

- **Position:** Financial Manager
- **Company:** Alexandria House of English School.
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