Mohamed AbdelGhani Mohamed Gamal

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Human Resources Senior Dynamic Human Resources leader with over 19 years of experience in personal and organizational development, specializing in international trade and development. Proven track record in enhancing HR departments and improving efficiencies. Equipped with a Doctorate in Business Administration and an MBA in Management, I excel in aligning HR strategies with business goals to drive innovation and growth. Seeking to leverage strong analytical, strategic, and leadership skills to advance HR initiatives and boost employee engagement.

# Experience

## 2005– PRESENT

### Human Resources Senior Specialist | National Navigation Co. | Egypt, Cairo

-Lead and supervise HR junior employees, guiding them in various HR functions including learning and development, and compliance with Human Resource Integrated Management Systems (ISO 9001-45001). Salary and Compensation Management: Developed and implemented salary and compensation strategies for ship laborers, ensuring alignment with financial regulations and industry standards. Prepared payroll details and coordinated with the Finance Department for timely settlements. Crew Affairs Coordination: Collaborated with the Crew Affairs Department to resolve issues related to crew salaries promptly, enhancing departmental efficiency and employee satisfaction. Regulatory Compliance: Managed labor office interactions, ensuring compliance with Egyptian labor laws. Maintained meticulous personnel files in accordance with legal requirements. Social Insurance Management: Handled all social insurance activities, securing necessary certifications for employees, vehicles, and ships, and facilitating smooth operations. Medical Claims and Contracts: Oversaw the processing of employees’ medical claims and managed medical expenses reports, providing critical insights for cost management. Monitored and renewed medical contracts to ensure uninterrupted service. Safety and Risk Management: Served as the Occupational Health and Safety Assessment (OHSAS) representative. Conducted quarterly safety checks and risk assessments to uphold and enhance workplace safety standards. Training and Development: Designed and executed a comprehensive training plan, aligning with organizational goals and enhancing employee skills and performance. Legislative Compliance: Kept abreast of new legislation concerning employee health and safety, ensuring all practices are compliant and up to date. Data Management: Utilized advanced computer skills for entering and retrieving personnel information, ensuring data accuracy and accessibility.

## SEPTEMBER 2004 – June 2005

### Web Design Instructor | New Horizon | Egypt, Cairo

## OCTOBR 2002 – AUGEST 2004

### Software developer | ITSoft | Egypt, Cairo

# Skills

Fast Learner • Team player • Excellent time management skills • Problem solver • Public speaking • MS Dynamics • MS Office

# Education

## MAY 2024 MAY

### Doctor of Business Administration (English) | Cairo University | Faculty of Commerce, FL

Very Good English• Title the impact of perceived environmental uncertainty on strategic decision making (a field study)

## MAY 2029

### Master of Business Administration (English) | Arab Academy Science and Technology | Arab Academy Graduate School of business, FL

Very Good English• Management

## MAY 2001

### Bachelor of Computer Science | Modern Academy in Maddi| Faculty of Computer Science, FL

Very Good English• Minor business administration

# Training

Training of trainer (TOT) Ain-Shams University • TOT EgyCham • TOT HPA • AmCham online business package • Egyptian working law LMDC • Social insurance law CAME • AUC English advanced level certificate • IBM and ministry of telecommunication six-month training

# Personal Information

12th December 1978• Married