

Sameh Mahmoud Shokry

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Career Objective:

Seeking a challenging Managerial Human Resources position in a progressive organization that encourages the Improvement and career development of its employees.

Education and Professional Certifications & Training:

-  **Primary, Preparatory & Secondary Certificate Education.**
Sakr Koriesh Language School, Egypt, May 1994.
-  **Bachelor Science (B.Sc.) of Commerce - Major Accounting.**
Faculty of Commerce, Ain Shams University, Egypt, May 2001.
-  **Human Resources Management Systems Diploma (HRMSD).**
The American University in Cairo (AUC), Egypt, Sep 2004. GPA 3.8 A
-  **General Educational Diploma.**
Faculty of Education, Ain Shams University, Egypt, JUn 2018.

Training Programs:

-  **PHP full stack Web Development Diploma.** , Russian Culture Center - Cairo, **Egypt**, Nov. 19 – Jun 20.
-  **Train of Trainer. (TOT),** Ain Shams University – Faculty Of Education, **Egypt**, Aug. 17
-  **Train of Trainer. (TOT),** General Syndicate for Trainers of Human Development GSTHD, **Egypt**, Dec. 16
-  **MCSA - SQL Server 2008 R2,** New Horizons, **Egypt**, Mar. – Dec. 12.
-  **ROI for HR & Senior Managers,** IMI, **Egypt**, Oct. 11.
-  **Project Management Professional. (PMP) ,** RITI , **Egypt**, Mar – Jun. 2009
-  **Train of Trainer. (TOT),** AB Associates, **Egypt**, May. 09
-  **International Computer Driving License. (I.C.D.L.),** IS&S – UNESCO, **Egypt**, Aug. – Dec .08.
-  **Wages Integrated Program.** Centre of Accounting & Managerial Expertise CAME, **Egypt**, Jun. 08.
-  **MS-Access 2007 Mastering Certificate** YAT Education Center, **Egypt**, Jan. – Mar. 08.
-  **MCSE – Network Administrator,** YAT Education Center, **Egypt**, Jan. – Nov. 05.
-  **Civil Fire Defense –** General Department of Civil Defense, **Egypt**, Apr. 05.
-  **Internal Quality Auditor Certificate ISO TS /16949,** Skarka Consulting Group, **Germany**, Jan. – Jun. 05.
-  **MS-Excel & MS-Power Point Certificates,** I.S.I. Ministry of Defense, **Egypt**, Mar. – Aug. 04.

Skills & Personal Qualities:

Computer Skills:

- **Proficient** in use of **MS Operating systems**, Windows – Server 2008 (Help Desk).
- **Proficient** in use of **MS Office**, Word – Excel – P.P. – Access – Project – Visio – Outlook.
- **Proficient** in use of the **Internet, Intranet**, HTML, Hardware & Setups.
- **Excellent user** of **Adobe** applications, and **ERP** related concepts.


















Languages Skills:

- **Arabic** -- Native Mother tongue, **English** -- Excellent Speaking, writing, Reading and understanding.

Personal Skills & Qualities:

- Enthusiasm and enjoy working under pressure.
- Hard worker, dedicated, Punctual and allow for Flexibility.
- Team spirit, dependable and seek delegation, Assertive with a proper use of authority.
- Problem Solving Skills with positive attitude and high ethical principles.

Professional Work Experience:

-  **OD Manager, Auto Market, Elqhalban Group, Egypt,**  **Jul 21 – Present.**
-  **HR & Administration Manager, Al-Tarek Auto Trade, Egypt,**  **May.18 – Jun 21.**
-  **Professional Trainer, MARSAM Misr For Consulting & Training, Egypt,**  **Jul.16 – Apr. 2018.**
-  **HR & Administration Director, Upper Egypt For Food Industries Egypt,**  **Nov. 14 – Jun. 16.**
Accomplishments:
 - 7% Scrap reduction with 2M EGP/month ROI.
-  **HR Manager, HAMA Holding For Financial Investments Egypt,**  **Mar. 11 – Oct.14.**
Hama Holding is a privately-held, Joint-Stock company that has successfully established several subsidiaries in the field of Fresh and Processed Agricultural produce.
Accomplishments:
 - Fully automating for all HR processes among the group using tailored SQL DB & applications.
 - 10% Head Count minimizing reflecting 165K L.E. monthly cost reduction with high employee performance as if sales were increased by 5% during fiscal year 2011.
-  **Organization Development Manager, EL-Sewedy Electric - UIC, Egypt,**  **Aug. 08 – Feb 11.**
El Sewedy Cables is one of the most successful industrial and trading business groups in Africa and the Middle East in many majors; wires and cables, metals and plastics, electrical products.
Accomplishments:
 - 90% Successful Performance development planning system implementation, (2009 & 2010).
 - 15% Training budget Reduction cost Vs 310 extra trained employee (2010).
 - Validate & maintain oracle ERP HR module (Database & Payroll) through new organization structure and job grading classification.
-  **Human Resources Officer, Minlo, Egypt,**  **Aug. 07 – Jul. 08.**
Part of Olympic Group Egypt independent the year 2005 to seek the international exposure through its 650 employees in producing & manufacturing water treatment equipment.
Accomplishments:
 - Achieving Q4 2007 plan by 100 % ,64 Total effective candidates hired, although working under pressure , 54 more employees injected according to 2008 Manpower plan.
 - 35% raise in company Sales volume were achieved through the hired new teams.
 - 3% cost reduction from the recruitment budget.
-  **Human Resources Development Section Head, Engineering A.T.P., Egypt,** **April 04 – July 07.**
Accomplishments:
 - Decreased turnover ratio from 44% starting 2005 to 19% end of 2006.
 - H.R. Manual documentation for ISO/TS 16949 certification were completed and audited 2 times.
-  **Human Resources Specialist, Gulf Oil Services , Netherlands,** **Dec 2000 – Mar 2004.**
-  **Crew Trainer, McDonalds (Part Timer) Schiphol Noord, Netherlands,** **Mar 2002 – Mar 2004.**

Personal Data:

Date of Birth: Jan, 1976.

Place of Birth: Egypt.

Marital Status: Married.

Military Status: Exempted.

Nationality: Egyptian.

References: **References Furnished Upon Request.**