



MAGDY RAGAIE ZAKI GUIRGUIS
12, HALAB St. EL- MARYLAND, HELIOPOLIS
CAIRO-EGYPT

Objective:

Seeking a challenge opportunity as Head of HR or Administrative Manager in a reputable company.

EDUCATION:

B.sc of commerce in Business Administration, The Higher Institute of Cooperative and Managerial Studies, May 2000.

WORK EXPERIENCE:

- From 9-6-2018 till now (Senior Administrative Officer) at Orascom Construction (El Khedewya R5 Project) The New Administrative Capital.
- From 1-4-2018 to 8-6-2018 acting as Administrative Manager at Orascom Construction (Ministries Council Building Project) the New Administrative Capital.
- From 14-8-2017 to 31-3-2018 (Senior Administrative Officer) at Orascom Construction (Ministries Council Building Project) Accommodation sector.
- From 1-9-2016 till 4-5-2017 (Senior Administrative Officer) at Orascom Construction (The New Administrative Capital) infrastructure project JV Orascom & Allam sons
- From 2-2-2014 till May 2015, 2 years of experience as (HR Manager) at Delta Egypt foreign trade (lighting).

- Responsibilities:

- 1- Recruitment & selection
- 2- Preparing payroll.
- 3- Employees Attendance.
- 4- Personnel management.
- 5- Social insurance & contracts.
- 6- Com. & Ben.

- **About 7 years of experience from 1/11/2007 to 31/ 1/ 2014 as (H.R & Administrative Head) at El-Shark Company for Trade & Industry (responsible of Techno cans factory).**

-Responsibilities:

- 1- Follow up employee's attendance.**
- 2- Selection & hiring the new candidates.**
- 3- Orientation for the new candidates.**
- 4- Make the exit interview.**
- 5- Prepare the social insurance for the employees & contract.**
- 6- Follow up the annual leaves, missions & absence.**
- 7- ERP system user.**
- 8- Handling the transportation & mobile allowances.**
- 9- Making the annual increase.**
- 10- Solving employee's problems & needs.**
- 11- Preparing payroll.**
- 12- Issue HR letters.**
- 13- Negotiate with the top management about any new ideas to make a better atmosphere for the work.**
- 14- Annual evaluation for the employees.**
- 15- Responsible of the medical insurance & approvals.**
- 16- Full authority as an administration Manager.**
- 17- Have authority to give internal loans to the employees.**
- 18- Preparing bonus.**
- 19- Make an internal audit for the QMS.**
- 20- Share with the HR team to issue the HR policies.**

- **3 years of experience as Hr coordinator from 1/11/2004 to 15/10/2007 in HAK Corporation (Harris Café).**

- Responsibilities:

- 1- Founded the personnel Department.**

- **2 years of experience from 30/10/2002 to 15/9/2004 at (El-Shark Company for Trade & Industry)**

- Responsibilities:

- 1- Administration Department.**
- 2- Accounting Department & responsible of the safe.**

- 3- **Quality Assurance Department an Internal Auditor Also Data and Documents Controller & responsible of ISO 9001:2000 procedures.**

Achievements:

- 1- **Created the HR department at Delta Egypt Company.**
- 2- **Leader of SAINT MARK Scout from 1997 to 2001.**
- 3- **Created the personnel department at Harris café.**

Training courses:

- **HRM Diploma from Egycham.**
- **English course certificate from Cambridge university (elementary level)**
- **Business Basic Skills Acquisition (B.B.S.A) Certificate from the Future Generation Foundation (FGF) August 2002.**
- **Internal Quality Auditor Training Course.**
- **Legal & Commercial Infrastructure for Export Certified.**

SKILLS:

- **Very good knowledge of writing and spoken English.**
- **Very good of using Microsoft word, Excel, outlook.**
- **Ability to learn tasks quickly.**
- **Time management.**
- **Solving problems.**

Additional DATA:

Date of Birth: 13/3/1980.

Place of Birth: HELIOPOLIS – CAIRO.

Marital Status: Married.

Military Status: Completed.