

Nevin Samwil Kamel

Cairo - EL Zaiton - EL Sedik St

01027268373

nevin.samwil@gmail.com





Objective

Seeking to achieve parity as a (HR Director), To achieve the goals attributed to me during my position within the work to improve the level of employees and improve their performance to develop the field of work and diffusion and achieve the goals and vision of the company

Education

Master of business administration major human resource management 2014
Bch, medical of microbiology, since , Ain Shames university, 2008

Work Experiences

- 2 years' instructor of **Greek Campus (AUC) Council company** 
from 1-2018 to 2-2019
- Consultant HR& Restructuring of **Sol kit company** one year 
from 2-2018 to 3-2019
- Preparing the company's human resources system
- Preparing the internal bylaw of the company, which includes work policies, penalties, discounts, the promotion system, the appointments system, and the conditions that must be met with clarification of the official and annual leave system and the list of benefits and compensation
- Preparing employee evaluation forms and evaluating them
- Preparing job description cards templates that are commensurate with the nature of work and the required skills
- Preparing a vision for wages within the company, in line with the nature of wages within the labor market
- Preparing the organizational and functional structure of the company, including its expansions
-

- Preparing a payroll program for personnel affairs and archiving its employees' files
- Overseeing new hires
- Establishing an internal bylaw for the sales department, defining the target and the commission system
- Preparing the points system and performance indicators that govern the general shape and behavior of an employee within the company in line with the situation of the company and its customers
- Study problems related to the company and provide advice for serious solutions
- Preparing work contracts and forms for internal management to organize work among workers Training employees on the new system and how to implement it to achieve the goals and vision of the company

- Consultant HR& Restructuring of **Eight company** one year



from 10-2017 to 8-2018

- Preparing the company's human resources system
- Preparing the internal bylaw of the company, which includes work policies, penalties, discounts, the promotion system, the appointments system, and the conditions that must be met with clarification of the official and annual leave system and the list of benefits and compensation
- Preparing employee evaluation forms and evaluating them
- Preparing job description cards templates that are commensurate with the nature of work and the required skills
- Preparing a vision for wages within the company, in line with the nature of wages within the labor market
- Preparing the organizational and functional structure of the company, including its expansions
- Preparing a payroll program for personnel affairs and archiving its employees' files
- Overseeing new hires

-
- Establishing an internal bylaw for the sales department, defining the target and the commission system
- Preparing the points system and performance indicators that govern the general shape and behavior of an employee within the company in line with the situation of the company and its customers
- Study problems related to the company and provide advice for serious solutions
- Preparing work contracts and forms for internal management to organize work among workers
- Training employees on the new system and how to implement it to achieve the goals and vision of the company

- Consultant HR & Training of **MAA El Dahab company**



from 2-2018 to 12-2018

- 3 years' instructor of **Petroleum Sector Egas maser** Company



from 2016 to 2018

- 3 years' instructor of **Petroleum Sector Bader EL Din Company**



from 2016 to 2018

- 3 years' instructor of **Petroleum Sector (MOPCO) Company**



from 2016 to 2018

- 3 years' instructor of **Petroleum Sector (GBM) Company**

from 2016 to 2018

- 3 years' instructor of **Maser AirPort Company** from 2016 to 2018




- 1year' instructor of **Maser AirPort hospital** from 2017 to 2018



- 5 years' instructor of **British Foundation Company** from 2015 until now



- Advance Diploma of Human Resource management
- Basic Diploma of Human Resource management
- Diploma of Strategic management
- Course of soft skills
- Course of How to make a CV?
- Course of interview skills

- 3 years' instructor of **Canadian Board Company** from 2017 until now 
 - Advance Diploma of Human Resource management
 - Basic Diploma of Human Resource management
 - Diploma of Strategic management
 - Course of soft skills
 - Course of How to make a CV?
 - Course of interview skills
- 4 years of Assistant owner **at stock zone company** from 2012 to 2015
- One year of HR manager **at stock zone company** from 2011 to 2012
- 3 years of Executive Secretary **at smart light** from 2008 to 2011

Training courses

- Diploma of business administration (30 training hours) at **British foundation**
- Mini MBA (75 training hours) at Kit Company
- Diploma of human resource management (60 hours) at **Egycham**
- Diploma of life coach (100 hours) at **British foundation**
- Diploma of TOT (60 Hours) at **Cairo University**
- Course English (180 hours) at **Russian Cultural Center**
- Diploma of strategic management (60 hours) at **Cairo University**
- Diploma of marketing management (60 hours) at **Cairo University**

Achievements

- ❖ Event implementation of university youth to qualify them for the labor market by providing employment companies and official spokesmen for each job and honoring the first graduates and some important personalities
- ❖ Plan and implement the largest international festival in Sharm El Sheikh 2019, which includes 15 Arab and foreign countries to stimulate tourism in Sharm with the participation of Sharm hotels, the management of hotel rooms and the governor's office, it also included the participation of a group of artists and honoring them with the establishment of cultural salon for the writer Fatima Naaout, The event was also covered by the Al-Ahram newspaper office in Sharm, some Egyptian satellite channels, foreign international channels, and Monte Carlo Radio & Egyptian newspapers and magazines.
- ❖ Director of the Office of Major General Hatem Bashat Member of the House of Representatives An active member of a human rights and counter-terrorism organization subject to French law
- ❖ Honoring the Youth Conference in the Ministry of Youth and Sports
- ❖ Honoring of the Educational Directorate in the province of Giza

- ❖ Honoring the Arab Festival of Golden Hands from 6 Arab countries in Sharm El Sheikh
- ❖ Honoring the International Professional Coach Conference at Kaminski Hotel

- ❖ Participation in preparing the implementation plan for the Central Bank initiative 5%

- ❖ Participation in the Al-Bashir Medical City project in Khartoum, Sudan

Skills

Language:

- Arabic: mother tongue
- English: good

Computer:

Excel – Word – Power point

Personal skills

- Able to Leadership teams
- Able to Operation palans
- Able to work continuously even under pressure
- Able to re-distribute the team based on his skills

Reference

My paper is done and upon request.