

Personal information:

Phone: 0506220619

E-mail: myqnawy89@gmail.com

D.O.B: 17/09/1989

Address: Sharjah, UAE

Nationality: Egyptian

Languages:

Arabic: Mother tongue

English: Very good

Skills:

Working on HR systems (ZING HR – CRM)

Perfect knowledge of labor law

Excellent user of Microsoft products (word-excel-outlook-teams)

Perfect soft skills

Phone etiquette

Complex problem solver

Education:

Bachelor of law 2012

Mohammed Qinawy

Human Resources specialist



Summery:

Professional Human Resources executive with more than 4 years of experience in HR management, and labor law.

Additional experience by working with the **ministry of human resources and Emiratization**, then **Twafouq labor dispute and consultancy center**.

Work experience:

Legal consultant

Twafouq legal consultancy center

Feb 2021 till now

As a legal researcher my responsibility is to research each and every single complaint assigned to me trying to assist employees, and employers having their rights and try to end the legal dispute in mutual way, otherwise escalate it to the court.

Answer, support, and give advice to employees, and employers as per the labor law.

HR executive Advisor:

Ministry of Human Resources and Emiratization Mar2020 – Feb2021

Support employees, employers, and whoever is seeking HR advice from the ministry, answering their inquiries, and helping them with their concerns.

Provide the employers, with the steps and documents needed to process the work permits, visas, and permissions.

Provide the ministry with feedbacks, and suggestions to be able to update the rules and regulations in order to match the labor market needs.

Providing employees, and employers with professional advices on order to handle bad situations without filing complaints.

HR Generalist:

Nile Sugar Factory

Jan2018 - Jan2020

Responsible for the payroll in the company

Bridging relationship between management, and employees

Conduct investigations with employees in case of any violation to the company policy

Follow up employees grievances with the management

Assist the recruitment team when needed in the initial interviews

Lawyer:

Ismail legal consultancies office

2013 -2017

Responsible for filing, and following up all the cases assigned to me in the court

Plead for the accused people in the court, and appealing on their behalf

Represent the customers in front of the authorities