

PERSONAL DETAILS - Moustafa Niazy Abdelmaged

Residential Address: Sharjah , UAE
Mobile: +97156-869-8559 / +97155-645-0223
Date of Birth: 22nd January 1979
Nationality: Egyptian



Acquired driving license from UAE & Egypt.

CAREER OBJECTIVE

To expand skills and experience within Human resources, Marketing & sales , sports management in government sports clubs and sports federations.

EDUCATION HISTORY

May 2016 Cairo University, Mass Communication
Under Graduation Bachelor of Mass Communication

Nov 2001 High Technical Institute for Tourism & Hotels.
High Diploma in Tourism & Hotels Management

Feb 1998 E.B.S Languages School & Mohamed Koraiem Languages School,
Alexandria, Egypt .

WORK EXPERIENCE

<u>March 2013 - Current</u>	United Arab Emirates Volleyball Association , Dubai - UAE Executive Secretary and Sales& Marketing officer
<u>September 2013- march 2014</u>	Metlife Alico, American Life Insurance , Dubai - UAE Financial Advisory and Wealth Management
<u>May, 2009 - July, 2013</u>	Alshabab Alarabi Sports Club, Dubai - UAE Human Resources Administrator Sales& Marketing officer
<u>January 14 , 2007 - 2009</u>	Alshabab Alarabi Sports Club, Dubai - UAE Assistant manager of The Gym &Indoor hall
<u>2004-2005</u>	Lemotrans Company for Tourism and Transportation Sales & Marketing Administrator Event Administrator
<u>2005-2007</u>	Shref Zohdy Company (ASK Clothes Factory) Sales& Marketing Administrator
<u>2004-2005</u>	National Transport and Overseas Services, Company. - (NOSCO) Sales& marketing Administrator &Customs official transactions and customs clearance company Tinares Petroleum Pipes
<u>2003-2004</u>	Egyptian Company for Natural Gas Liquefaction Administrator of the Industrial Safety- Bechtel Engineering, Construction & Project Management company

Professional Profile Summary:

- Set up and dissolve the complete Sales and Marketing & HR function
- Manage the HR department and complete Employee Life Cycle with total responsibility
- Establish Business Policies & Procedures, Models, Discipline and legal compliance
- Deploy suitable Performance & Talent Management techniques
- Conduct HR Audits and Gap Analysis
- Employ Retention and other HR tools and Techniques
- Evaluate HR budgets and cost limits
- 360 Negotiations (Clients, Customers, Ministry, Employees, Candidates)
- Implement Recruitment & Selection strategies
- Analyze HR metrics & statistics to evaluate bottlenecks and spot trends
- Formulate succession planning & Talent Management
- Analyze and Implement Compensation, Grading and Benefits structures
- Ensure Employee Engagement and Motivational activities are enhanced
- Overlook Logistics, contracts, Admin and Facilities Management

Competencies:

- Ability to analyze problems and provide effective solutions for decision making
- Consistent Accountability and Responsibility
- Excellent communication, Negotiation, Presentation and convincing skills
- Target Oriented, Deadlines and objective driven
- Deliver Presentations, Conduct Training programs, Seminars/ workshops
- Ability to motivate and coerce departments towards optimal productivity
- Map Processes, create smooth workflows
- Highly competent with HRIS & general IT skills
- High Attention to detail and ability to simplify complexities;
- Handle Pressure and demanding clients; Diversified personnel and admin acumen

Event management or organizing:

- Volleyball Men's u23 world championship August 2015 , Dubai
- 1st alshababclub international basketball championship 2009, Dubai
- 1st alshababclub international handball championship 2008, Dubai

OTHER SKILLS AND CERTIFICATES

Computer Skills:

- Microsoft XP applications (Word, Excel, Office, PowerPoint, Outlook, Access) – Advanced
- Microsoft Office Document Imaging and Scanning – Advanced.
- Internet researches & websites management.

Language Skills:

- Arabic - Native Tongue)
- English - Native (reading and writing skills)

Other:

- Arab Academy for Science, Technology and Maritime Transport and American University- Alexandria – Egypt
 - Microsoft office& computer Sciences2000-2002
 - Sales and Marketing 2002-2003
 - Human resources 2002-2005
- Courses on Information Centers of Public Authority for Information – Alexandria – Egypt
-

PERSONAL COMPETENCIES

- Ability to work in a fast-paced environment to set deadlines
- Excellent oral and written correspondence with an exceptional attention to detail
- Highly organised with a creative flair for project work
- Enthusiastic self-starter who contributes well to the team
-

Scope of Responsibilities :

- Knowledge on all management work, Customer Service, Marketing & sales, Human Resources and any related activities on Mass Communication.
- Knowledge on all the event management .
- Experienced in motivating and raising the performance of employees.
- Follow-up job description and evaluation of staff in cooperation with other departments
- Follow-up recruitment budgets and appointments
- Coordinate interviews and practical employment
- Make /Follow-up ads for jobs
- Analysis of the salaries of the functions
- Follow-up preparation of functional structures.
- Planning and implementation of regulations and conditions of service of employees
- Follow-up training programs for the rehabilitation of staff and regular reporting
- Preparation of the advantages and rewards of staff and the determination of minimum and maximum for each function of the job
- Human Resources Business Support
 - Compensation and Benefits
 - Employee Wellness
 - Human Resources Employee Services
 - Learning and Development
 - National Development
 - Talent Acquisition
 - Talent Management

INTERESTS AND ACTIVITIES

- Tennis, volleyball, swimming, travelling, reading, driving

References: Provided upon Request