

Mohamed Amin Hassan

Personal Information

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Marital status : Married
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Objective

A self-motivated individual with effective management, organizational and administrative skills within Hotel management areas. A good motivator with team building skills, capable of working within pressurized environment, meeting set targets and budgets, able to communicate with people at all levels, using effective negotiating and coaching skills. Operational experience gained within the leading positions of various committees' / task force missions.

Education

- **Bachelor of Social Work 2004**
University: High Institute of Social Work – Port Said

EXPERIENCE

- **Human Resources Manager: 2021 – 2023**

Company Princess Egypt Hotels manage Golden 5 City

(Seven Hotel Hurgada_ Red Sea Egypt: 2233 Rooms Manpower was 2300 Employee)

Reporting to Regional director of Human resources &Admin

Responsibilities executed include:

- Assure of implementing of the hotel policy
- Assure of implementing the hotel strategy.
- Establishing the employees reward and recognition programs
- Oversee all employee relations and labor related matters as they related to the local employment laws.
- Administering employee benefit programs such as health & Life insurance, tuition reimbursement, and other assignments.
- Advice management in appropriate resolution of employee relations
- Interviewing candidates, screening test, background checks and new employee

- orientation.
- Establish and maintain all human resource records (Personnel & Training)
- Assisting with monitoring required staffing levels and recruit new employees as needed.
- Assisting managers with employee development programs including promotions, demotions and transfers.
- Serving as focal point for legal interpretation of issues related to employment, discipline and terminations The required skills and abilities
- Assisting to keep a full control on the Departmental P&L.
- employee safety, welfare, wellness and health
- employee services and counseling
- Designing and follow up on proceeding Training & Development Plan-Yearly and Monthly
- Maintaining the HRIS, and Keeping the data base up to date

- **Human Resources Manager: 2020 – 2021**

Company Star Group - Hurghada Marina Boulevard - Hurghada Red Sea
Marina Star Hotel - Blue Beach – Star Gym

Responsibilities executed include:

- Assure of implementing of the hotel policy
- Assure of implementing the hotel strategy.
- Establishing the employees reward and recognition programs
- Oversee all employee relations and labor related matters as they related to the local employment laws.
- Administering employee benefit programs such as health & Life insurance, tuition reimbursement, and other assignments.
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- Assisting managers with employee development programs including promotions, demotions and transfers.
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- Assisting to keep a full control on the Departmental P&L.
- employee safety, welfare, wellness and health
- employee services and counseling
- Designing and follow up on proceeding Training & Development Plan-Yearly and Monthly
- Maintaining the HRIS, and Keeping the data base up to date

- **Asst.Human Resources Manager;2016-2020**

Company Princess Egypt Hotels manage Golden 5 City

(Seven Hotel Hurghada_ Red Sea Egypt: 2233 Rooms -Manpower was 2300 Employee)

Reporting to Regional director of Human resources

Responsibilities executed include:

- Employee staffing
- Wage and salary administration
- Employee relations
- Daily reporting
- Monthly reporting
- Insurance and labor office issues
- Personnel ledgers and records
- Installing and preparing HR Package

• **Assist Personnel Manager:2012-2015**

Company Princess Egypt Hotels manage

(Emerald Hotel Hurghada_ Red Sea Egypt- 457 Rooms - Manpower was 480 Employee)

Reporting to Regional director of Human resources

• **Personnel Supervisor:2009-2011**

Company Princess Egypt Hotels manage

(Emerald Hotel Hurghada_ Red Sea Egypt- 421 Rooms - Manpower was 450 Employee)

Reporting to director of Human resources

Responsibilities included:

- Issuing the monthly report
- Insurance and labor office
- Follow up the accuracy of ledgers and records
- Monthly closing
- Recruitment and interviews
- Orientation day
- Handling staff problems and solving it

• **Personnel Clerk: 2006-2008**

Company Princess Egypt Hotels manage

(Diamond Hotel Hurghada_ Red Sea Egypt - 276 Rooms – Manpower was 280 Employee)

Reporting to director of Human Resources

Major responsibilities / Tasks:

- Reporting to the General Manager as Executive Member and leading a team
- Maintain good relation with the associates
- Manpower planning/scheduling in conjunction with departmental managers ensuring highest levels of flexibility and productivity.
- Managing the payroll function ensuring that contractual and legal responsibilities are discharged fully and that employees are paid in an accurate and timely manner
- Ensure all related local laws and procedures are implemented at all levels.
- Responsible for recruiting and hiring qualified associates.
- Provides advice & counsel to employees through the hotel on personnel problems & on problems arising in their work relations.
- Keeps check on employees working conditions, eating facilities, locker rooms etc...recommends improvements or remedies, where required to promote employees job satisfaction.
- Responsible for maintaining good relations with local authorities, i.e. Social Insurance, Labor Office and Ministry of Manpower.
- Responsible for Monitoring expiry dates of employee labour cards, residence permits, passports, entertainers visit visa, registration, permits, licensees, NOC's and their renewals to processed on time.
- Responsible to carry out other relevant tasks and duties as assigned from time to time.

Courses

- **Human Resources Management – 2021**
- **Managing team performance – 2021**
- **Guest experience fundamentals 2021**
- **Leading and motivating teams 2021**
- **Problem solving and creative thinking 2021**
- **Recruitment and onboarding 2021**
- **Interacting with guests 2021**
- **Effective communication with staff 2022**
- **Delivering passionate service 2022**
- **What is online reputation management 2022**
- **Profit and loss essentials 2022**
- **Cash flow management 2022**
- **Maintaining personal hygiene 2022**
- **A short history of tea 2022**
- **General Data Protection Regulation (GDPR) 2022**

- Strengthening resilience 2022
- Body language basics 2022
- Hotel finance for non-finance managers 2022
- Advanced hotel revenue management 2022
- Fundamentals of hotel revenue management 2022
- Emotional intelligence fundamentals 2022
- Time management and productivity for leaders 2022
- Basic principles for self-management 2022
- How to sell more functions and events 2022
- Covid-19 hygiene & cleaning practices for service staff 2022
- Covid – 19 Business restart for managers 2022
- Covid -19 Responsibility & Service tips 2022
- Training fundamentals 2022
- Workplace bullying and harassment 2022
- Exercise tips for hospitality workers 2022
- Improving hospitality business operations 2022
- Information Security and Data Privacy Awareness May 2023

Skills

Computer Skills:

- Internet advanced search.
- Microsoft office package (word, excel, PowerPoint).
- Oriented with Fox System (HR Package and payroll)
- Oriented with ACT HRMS
- Oriented with Solution System

Language Skills:

- Arabic (mother tongue)
- English

Others:

- Communication, Organization, Presentation, Typing & Time Management skills.