

CURRICULUM VITAE

Name : EssamEddin R. Fawzy
Nationality : Egyptian
Date of Birth : May 4th, 1961
Marital Status : Married + 2 Kids



Career Objective:

- **Bilingual (Administration/HR Manager, Corporate Services Manager, Support Services Manager, General Services Manager or Country Office Manager).**
- **Bilingual Real Estate (Development/Marketing/Investment) Manager, Property Manager, Senior Realtor.**

Educational Qualifications:

- **1979:** Gamal Abdul Nasser Military High School, Alexandria, Egypt.
- **1984:** Bachelor of Arts in German & English Languages, Faculty of Al-Alssun, University of Ein Shams, Cairo, Egypt.
- **1986:** Computer Programming Diploma, COBOL Language, Faculty of Engineering, Alexandria University,

Certificates:

- B. A. Degree in German & English Languages.
- Diploma of COBOL Programming, Faculty of Engineering, University of Alexandria.
- Diploma of Advanced User of Microsoft Office Package, Microsoft Certified Institute (New Horizon Institute), KSA.
- Certificate of Public First Aid Training Completion, held by Saudi Red Crescent Society, April 2002.
- Certificate of Anti Money Laundering Completion Course, held by The Institute of Banking- KSA, November 2002.
- Registered for Cambridge Tutorial College International for Office Management Administration Higher Diploma, United Kingdom.
- Microsoft Professional Advanced User Diploma.
- International Certified Service Checker, Worldwide Mystery Shopping Services, No. T561510

Professional Experiences:

- **Oct' 2014 To Date:**
Manager, Support Services (AABT, KSA) A. A. Bin Hindi Co. (KIA & Samsung), KSA-Bahrain.

Duties:

- Contribute to the business strategy by facilitating business leaders to identify, prioritize, and establish organizational capabilities, behaviors, structures, and processes
- Develop company policies and procedures for all HR and Administration services to cater current and future business needs.
- Create a performance based corporate culture by cascading company vision, mission and core values to all employees.
- To ensure implementation of Corporate Social responsibility in the workplace for the impact of activities on customers, employees, suppliers, shareholders, communities, stakeholders as well as the environment.
- Manage relationships with vendors, service providers, and landlord, ensuring that all items are invoiced and paid on time
- Planning, organizing and directing to meet dept./organizational goals & objectives.
- Analyzing and developing effective solutions of functional problems.
- Determining whether financial and internal controls are adequate to meet management objectives and makes recommendations for improvements.

- Interpretation of Labor Law in business context and ensure fully compliance of the law.
- Performance Management strategy for performance reviews/appraisals to ensure the internal and external equity and retention of the high performers.
- Develop the key competencies needed to support the business and training and development plan for employee engagement and retention.
- Monitor attendance and leaves of all staff; ensure the discipline at all sites and grievance handling.
- Overseeing the recruitment of new staff, including training and induction; Coordination of recruitment functions with local recruitment companies for local hire.
- Provide training plans and guidance to the administrative team.
- Establish effective liaison with Government agencies for visa services, Iqama and to meet other legal requirements for deployment of the resources at project sites.
- Legal compliance related to facilities management and personnel mobilization and deployment.
- Tracks company supply inventory and approves supply orders.
- Manage contract and price negotiations with company vendors, service providers and offices lease
- Manage company OPEX, ensure accurate and timely reporting, Approves/authorizes expenditures for administrative operational needs.
- Organizing all of the administrative activities that facilitate the smooth running.
- To make sure that relevant records are up to date and that all administration processes work effectively.
- Coordinate with IT department on all company equipment
- Responsible for managing, monitoring & coordinating the administrative roles of the organization.
- Meet with the subordinate on a regular basis and direct the work of other classified employees in the area based on ability by communicating effectively with them.
- Organizing social events, conferences etc. in coordination with external PR contractors and the Marketing coordinator.
- Manage the functions of the administrator(s) responsible for providing personal assistance/secretarial services for the senior administration.
- Serve as the point employee for maintenance, mailing, shopping, supplies, equipment & utilities payments process.

- **Mar' 2013 To Sept' 2014:**
Office Manager to CEO & V. Chairman, A. A. Bin Hindi Co. (KIA & Samsung Sole Agencies), Bahrain

Duties:

- Relieve the CEO from the day-to-day administrative work so he can focus on his corporate strategic agenda.
 - Handling office telephone calls and screening the incoming mail addressed to the CEO.
 - Maintain the CEO business and personal schedule with a methodical approach so as to achieve optimum scheduling of essential appointments and referral of non-essential appointments to others.
 - Ensure proper travel arrangements for the CEO which might include hotels, tickets and VIP arrangements.
 - Draft routine correspondence and memoranda so as to minimize the involvement of the CEO of such matters.
 - Read, highlight and/or abstract written material for the CEO so as to optimize the use of his time.
 - Keep the CEO promptly and specifically informed of matters requiring his urgent personal attention and more generally of actions taken and developments.
 - Handle community & charitable activities and personal matters for the CEO at his request.
 - Maintain appropriate record and filing systems both manual and computerized.
 - Provide a courteous reception for visitors to the office.
 - Establish, gain approval for budgets needed for the fulfillment of the office of the CEO objectives.
 - Ensure proper handling of the CEO personal accounting and expenses on monthly and daily basis.
 - Handling his personal banking accounts and investments proposals/plans.
 - Develop and maintain effective manual/computerized systems for the monitoring and control of relevant data that are needed by the office i.e. mailing lists, addressed directories.
 - Encourage, participate, and take pleasure in teamwork, with subordinates and colleagues, as an aid to greater Group effectiveness and higher morale.
- **Jun' 2012 To Feb' 2013:**
Investment Managing Partner / Marketing Director / Consultant of Egypt-Saudi Investment & R. Estate Development & MRG Real Estate Group for RE Marketing with scope of work in both KSA & Egypt.

- **Jun' 2010 To May' 2012:**
Office Manager to CEO, Abdullah AbdulMohsen AlKhodari & Sons Co (KSC), AlKhubar, KSA.
- **Apr' 2008 To May' 2010:**
Office Manager of CEO of AbuNayyan Group Riyadh, Saudi Arabia.
- **Apr' 2007 To Mar' 2008:**
Corporate Services & HR Manager, Sama Dubai, KSA. (International Real Estate Co. Based in Dubai, UAE), International Real Estate arm of Dubai Holding.

Duties:

- Coordinate and assist with Dubai Offices Portfolio Team for daily project tasks until full in-country office is established and becomes operational.
 - Overall responsibility for the HR & Administration department of the Company.
 - Provide Administrative services to other departments, projects and personnel employed in the Company by efficiently managing the three Sections: Human Resources, Administration & Personnel, and Govt / Public Relations under his control.
 - Attend to all aspects of recruitment including interviews, selection of employees to fill vacant positions, Planning and Co-ordinating with overseas recruitment agencies and local employment agencies.
 - Create the human resources operational budget and controls expenses accordingly
 - Develops and reviews employee performance evaluation techniques and reports
 - Recommends changes and updates on Human Resources policies and procedures in coordination with Group HR Manager
 - Ensure that suitable accommodation, transport, medical services are provided to all employees as per policy
 - Manage all personnel related affairs from the preparation of employment contract to the maintenance of personnel record and files
 - Ensure that all passports, Iqamas, travel letters and related documents are valid to enable the staff and workforce to perform their duties and take their vacations on time.
 - Issue warning letters and Disciplinary action Notices to employees as necessary.
 - Register all new arrivals at the immigration office and arrange for the issue and renewal of foreigner work permits and residence permits (Iqama)
 - Prepare and apply for blocks of work visa and process applications for re-entry visa and exit visas and visas for travel to other countries
 - Process applications for the renewal of passports, driving licenses, related permits.
 - Establish and maintain liaison with the local labor offices for all personnel employment related matters
- **Jan' 2006 To Mar' 2007:**
Administration Manager to The Organization of Arab Red Crescent & Red Cross -Riyadh, KSA.
 - **Jan' 2003 – Dec' 2005:**
Office Manager to Vice Chairman, Aqar Holding Company (International Esteemed Real Estate Group), Riyadh, KSA.
 - **Apr' 2000 – Dec' 2002:**
Office Manager to Country Manager, Gulf International Bank, B.S.C., Riyadh, KSA.
 - **Mar' 1997 – Mar' 2000:**
Executive Secretary/Travel Coordinator, Merck Sharp & Dohme - Saudi Arabia, Riyadh, KSA.
 - **Nov.' 1993 - Feb.' 1997:**
Executive Assistant to General Manager, Al-Latifia Trading & Contracting Company, Riyadh, KSA.
 - **Feb.' 1986 - Oct.' 1993:**
Data Analyzer cum Executive Secretary, Control & Planning Department, Lebanese Egyptian Ceramic Tiles Company (LECICO-EGYPT), Egypt
 - **Jun.' 1983 - Jan.' 1986:**
San Giovanni Tourism Foundation, Egypt:
Night Manager / Public Relations / Senior Receptionist / Tour Agent / Ticketing Operator/ Interpreter/Translator.

Languages:

- Arabic : Mother Tongue
 - English : V. Good (Read, write & speaking)
 - German : Good (Read, write & speaking)
 - French : Managing Daily Usage.
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Computer Literacy:**advanced user**

- Proficiently advanced users of MS Office full Suite, as certified Microsoft advanced user.
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Hobbies:

- Reading scientific books,
 - Learning computer programming,
 - Traveling,
 - Basketball playing, and
 - Music playing.
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Other Activities:

- Through Feb.' 1986 - Oct.' 1993, been teaching computer and responsible for the trouble shooting of all the company computers devices and printers.
 - Through Nov.' 1993 - Feb.' 1997, assigned by the company management to solve all the computer devices and printers troubles and computer communications devises and telephone billing system.
 - Through Mar.' 1997 – Mar.' 2000, member of the Proof Reading Committee of the Pharmaceutical Company.
 - Since 1984 to date, translating and interpreting from English to Arabia and vice versa.
 - Web designing and reserving international domain names directly with services providers in USA especially globally accessed web-mail saving time, efforts and money, securing continuous support on professional efficient standards and 24 hours/day.
 - International Certified Interpreter/Translator (English-Arabic-English) via Proz.com participating in various global wise translation Projects. (Microsoft/Google/Yahoo/MSN).
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References:

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