

Mohamed Saleh Atta Aly

Address: • Gamal Abd EINaser st, AlEstraha st,
Talbiya, Faisal, Giza, Egypt



Career Objective

Participation in the preparation of the necessary plans for the Human Resource of the company and participate in determining best practice to take advantage of workers to achieve the desired objectives of the company (I'm seeking a challenge opportunity as an **HR Specialist**, where I have the skills necessary to, and to gain more experience in this Job in order to move to the Next Level of my Career.)

Education

* **Human Resources Management Diploma**, From EGYCHAM Accredited by Ain Shams University and HRCI with excellent Grade

- Bachelor Degree of Business Administration, Faculty of Commerce, Al-Azhar University in Cairo, ٢٠١٢ with a good grade (٧٠ %)
- secondary Azhary (Section Scientific) in ٢٠٠٨ from Omar Ibn Al-Khattab al Azhary Institute with very good grade (٨١%)

Work Experience

- **Assistant manager at Burger king Restaurants** in Dubai, From September ٢٠٢٢ till March ٢٠٢٤

I'm putting the Plan of my Shift and organize the crew to achieve my Target using our Equipment and the Product to serve the maximum Number of Customers, without Affecting our QSC procedures.

-at the End of the Day I'm balancing our Cash sheet for the Store and close the Sales Account and Deposit t Money to the Bank and balance also the Goods Inventory of the Store and close it.

- **Restaurant Manager at Americana Company** in Egypt in Wimpy Restaurant, since I was one of the opening Management team in this brand since May ٢٠٢١ till September ٢٠٢٢.
- Doing the Daily sales forecasting and working on it with my team to achieve it day by Day.
- Doing the inventory Management System to control my restaurant inventory in a weekly and Monthly Basis.
- Doing the scheduling for the Crew and the Drivers in order to achieve the Store plan.
- Doing the Training plan for all the crew and the management Team in the Store.
- Ordering the Row product from the warehouse and the Direct Supplier according to COG plan.

2nd Assistant Manager in McDonald's Kuwait

*Shift Manager:

I was working as a second assistant manager at al-Maasherji catering Company (McDonalds Kuwait) started from July ١, ٢٠١٧ until January ١٥, ٢٠٢٠.

-I'm putting the Plan of my Shift and organize the crew to achieve my Target using our Equipment and the Product to serve the maximum Number of Customers, without Affecting our QSC procedures.

-at the End of the Day I'm balancing our Cash sheet for the Store and close the Sales Account and Deposit t Money to the Bank and balance also the Goods Inventory of the Store and close it.

*Ordering Manager:

-I'm also responsible for the Goods Ordering, so I need to analyze the Store usage from the Product to find c

which product need to be Order to cover all of the Store needs.

*Scheduling Manager:

I was the one who is responsible for the Schedule of the Crew to maximize the use of the number of crew w have based on our projected hourly sales for every individual day.

* **Customer Service Representative for McDonald's Kuwait:**

- I'd worked as a Customer service representative at Al-Maoshaji Catering Company (McDonald's – Kuwait) from July ١٣, ٢٠١٤ until June ٣٠, ٢٠١٦.
- I am working as a workforce analyzer In same time when I working as Customer Service Representative I making the breaks for all of the Agents, Because I'm Generating the Reports and analyzing our figures in the Call Center and make the Schedule and Breaks for all of the Agents by My Analysis .

***Customer Service Representative for Vodafone Egypt:**

- I'd worked at vodafone Egypt as a Customer service representative since ٤/١٠/٢٠١٣ till ١٠-٧-٢٠١٤ ECCO outsourcing as I was Helping the Customers and handling any Complain.

* **Human Resources Management Diploma** From EGYCHAM from July ٢١, ٢٠٢٣ to Oct ٢١, ٢٠٢٣(Hours) **Actresses by Ain Shams University and HRCI.**

***Human Development** from Saleh Kamel Center for Islamic economy Al - Azhar University.

* **Electronic Accounting by Excel** Certificate from COP MASS. (to improve My skills in Excel).

* **English Conversation** Course At British Council.

* **ICDL** Course

I work very well on Microsoft office programs.

I'm good in working with Numbers and accounting(Figure Oriented)

I'm good in analysis of the reporting.

[Training Courses](#)

[Summary of Skills](#)

[Personal skills](#)

- **I like working with a Team (people Oriented)**
- **I have a good Communication Skills**
- **I'm very good in leadership Skills**

[Language skills](#)

- **English: Very Good In English Speaking, Reading And Writing**
- **Arabic : Mother Tong**

[Additional Data:](#)

Date Of Birth: ١٧/١١/١٩٩٠,

Nationality: Egypt

Marital Status: Married

Military Status: Exempted

[References:](#)

All References are Available upon Request.