

# Muhammad Ali Muhammad Al Ashmawy



Senior Administrative Officer , Banque Misr - Egypt

Senior Administrative Officer with over Ten years of experience providing corporate support office-based activities to encourage team business efforts. Effectively interfaces between managers on operational and administrative support issues to achieve consensus. Provides support and assistance to colleagues to deliver quality service. Trying To Start New Career With Aim To Be Professional HR



## Skills

- Computer Skills
- Verbal Communication
- Public speaking
- Team Leading
- Office Management
- Personnel Management
- Documentation and control
- Customer and client relations
- Ability to learn



## Work History

٢٠٢٢-٠٢ - Current

### **Senior Administrative Officer**

*Banque Misr, Cairo, Egypt*

Admin For South Delta Region at HSE Department

٢٠١٩-٠٢ - ٢٠٢٢-٠٢

### **Retail Cashier**

*Banque Misr, Egypt*

٢٠١٨-٠١ - ٢٠١٩-٠٢

## Operations Team Leader

*Nile Pipe for Plastic Industries, Egypt*

٢٠١٤-٠٧ - ٢٠١٧-١٢

## Operations Officer

*Nile Pipe for Plastic Industries, Egypt*



## Education

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٢٠٢٤-٠٩

### HR Professional Diploma: Human Resources Management

*EGYCHAM (HRCI, SHRM & CPD Accredited Provider) - Ain Shams University - Egypt*

٢٠٢٠-١٢

### Certified Retail Banker: Retail Banking

*The Arab Academy for Banking & Financial Sciences - Egypt*

٢٠١٤-٠٤

### Bachelor of Arts: Maps, Geography

*Al-Menoufia University - Al-Menoufia Egypt*

- Grade: Very Good (80.82%)
- Rank: The Third



## Courses

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### · Soft Skills

- Team management (Banque Misr Academy - Egypt)
- Innovative thinking (Banque Misr Academy - Egypt)
- Effective communication (Banque Misr Academy - Egypt)
- Effective presentation skills (Banque Misr Academy - Egypt)
- Time management (Banque Misr Academy - Egypt)
- Project report writing (Banque Misr Academy - Egypt)
- Report Writing (Banque Misr Academy - Egypt)
- Emotional intelligence (Banque Misr Academy - Egypt)
- Code of conduct (Banque Misr Academy - Egypt)

### · Technical (Core)

#### A- Courses

- HR Management  
Online course Via Udemy (International E-learning Provider)
- Human Resources Management  
Online course Via Alison (International E-learning Provider)
- HRCI Human Resource Associate

Online Specialization Courses Authorized By HRCI and Offered By Coursera (International E-learning Provider)

- Saudi Labor Law

Online Course By EGY CHAM (HRCI,SHRM & CPD Accredited Provider - Egypt )

- HR Metrics & Analytics using Excel & Power Bi

Interactive Online Workshop By LEADERS (HRCI&SHRM Accredited Provider-UAE)

- Data Analysis using Excel & Power Bi At Eslsca University (School Of Executive Education)

- HR Analytics At Eslsca University (School Of Executive Education)

### **B- In Progress: (Continuous Learning & Development)**

- - aPHRI Certification (HRCI)

Preparation Started at August 2024 and Exam Scheduled At 16 Jan 2025

- - Business Administration Diploma At (AASTMT – Arab Academy for Science, Technology & Maritime Transportation, Egypt)

Starts At September 2024 and Expected to be completed At March 2025

- - Human Resources Management Advanced Diploma At (AASTMT – Arab Academy for Science, Technology & Maritime Transportation, Egypt)

Starts At September 2024 and Expected to be completed At March 2025

### **Computer**

- Microsoft 365 Fundamentals Specialization - 2024

Online Specialization Courses Authorized By Microsoft and Offered By Coursera (International E-learning Provider)

- Intel corporation course in Microsoft office - 2014

Offline Course Authorized By Intel in collaboration with the Ministry of Education and Ministry of Youth - Minufya University - Egypt

### **Banking Mandatory Courses :**

- Certified Retail Banker (Arab academy for management, banking and Financial Sciences)

- Money & Documents forgery (Banque Misr Academy - Egypt)

- Currency insurance (Banque Misr Academy - Egypt)

- Anti-money laundering (Banque Misr Academy - Egypt)

- Customer service (Basics, principles & Tasks) (Banque Misr Academy - Egypt)

- Customer service Excellence (Banque Misr Academy - Egypt)

- Customer Types (How to Deal with All customers) - (Banque Misr Academy - Egypt)

- Customer Rights Care ( Egyptian Banking Institute - Egypt)

- Selling Basics & Skills (Banque Misr Academy - Egypt)
- Target Management (Banque Misr Academy - Egypt)
- Marketing Basics (Banque Misr Academy - Egypt)
- Administration Basics & Skills (Banque Misr Academy - Egypt)
- Quality Standards (Banque Misr Academy - Egypt)
- Information security (Banque Misr Academy - Egypt)
- Crisis Management (Banque Misr Academy - Egypt)
- Operational Risks (Banque Misr Academy - Egypt)
- Fintech & Block chain (Banque Misr Academy - Egypt)
- Banking Work Pact (Banque Misr Academy - Egypt)



## Personal Information

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- Date of Birth: 10/22/92
- Marital Status: Married



## Languages

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**Arabic:** Native language

English



Upper intermediate (B2)