

Mohamed Hassan Hussein Al Kammar

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Personal information:

Date of birth: 5/10/1983.

Nationality : Egyptian.

Marital status: Married.

Preferred Contact Method: Mobile

Education and Qualifications:

2018 – 2024 **Doctorate of Business Administration (DBA Ongoing) – Alexandria University**
2015 – 2017 **Doctorate of HR Development & Management – Nicholson University “USA”**
2012 – 2014 **Master of International Arbitration, Phoenix Academy (England)**
2009 – 2011 **Master of Business Administration (MBA); Excellent – AAST” Egypt”**
2000 – 2004 **English Commerce Faculties** in Alexandria “Egypt”
Bachelor of English Commerce.
Major: Accounting

Work experience:

Oil & Gas Field

Name of employer: Egyptian Liquefied Natural Gas (ELNG)

Starting Date: 1st Jan 2010 till now

address of employer: Idku.

Position: Sr. HR Officer

Dept: Human Resources (HR).

Responsibilities:

1. Carrying on all the responsibilities & duties of the payroll.
2. Preparing & administrating salaries and remunerations (variables & deductions) even for monthly salaries or Bonus & Incentive & others.
3. Marinating Compensation & Benefits system.
4. Implementing all rules & regulations of the Human Resources Management & Labor Law
5. Caring on all the Responsibilities and follow up of the Retirement Contribution Plan.
6. Controlling & Analyzing the Manpower (Turn over, retaining Plans & Analysis of net working days) According to the implementation of monthly transactions.
7. Managing and organization changes and development aiming to keep Manpower in a healthy and dynamic conditions.
8. Dealing with Social Insurance and Labor Offices.
9. Keeping the files & the records of the company's employees.
10. Issuing the required certificates/letters for the employees.
11. Controlling Leaves Management.
12. Communicates HR Policies and Procedures to new employees via induction programs.

13. Provides advice and support to Legal Counsel on breaches of HR Policies and procedures likely to effect on employee's tenure and takes action in accordance with Legal counsel and the President's direction on such matters.
14. Provides refresher programs on elements of the HR policies and procedures to management and employees when required.
15. Ensure the employee handbook issued on commencement is up to date and reflective of current Organizational policies.
16. Sharing in design and delivery of the bonus and sales incentive schemes and processes and recognition arrangements in line with business targets for the commercial department.
17. Maintain market data and participate in pay and benefits surveys and enable access to current market pay data to support HR business partners and line managers.
18. Managing Medical benefits services conducting in professional manner.
19. Reviewing Medical and Life Insurance Invoices submitted by the vendor.
20. Preparing and conducting Hiring Process.
21. Preparing salary Identification for new hires.
22. Preparing Employment Contracts for new hires.
23. Carrying on Full "End Employment" Process.
24. Preparing and reviewing "Final Settlements" for leavers.

Achievements:

- i. Preparing and conducting "Compensation & Benefits Procedure"
- ii. Designing "SCHOOL COMFORTABLE LOAN"
- iii. Designing "EX-GRATIA" Program
- iv. Designing "AWARD ACADEMIC EXCELLENCE"
- v. Designing and conducting "Transportation Allowance"
- vi. Designing and conducting "CAR GRANT SCHEME" Project for Managers
- vii. Designing and conducting "PURCHASE ASSISTANT SCHEME" for Company Staff.
- viii. Designing and conducting "CONGENITAL & CRITICAL MEDICAL CASES" Program.
- ix. Compensation and Benefits Benchmarking in Oil & Gas Field.
- x. Sharing in Salary Survey Program.
- xi. Sharing in Job Analysis Project.
- xii. Sharing in Job Evaluation Program
- xiii. Creating a new fully Oracle computerized Personnel system.
- xiv. Controlling & Analyzing the Manpower by Oracle system.
- xv. Preparing & administering salaries and remunerations in a fully computerized system.

Oil & Gas Field

Name of employer: Egyptian Liquefied Natural Gas (ELNG)

Starting Date: 2nd Apr 2007 till 31st Dec 2009

address of employer: Idku.

Position: Training Admin. Officer

Dept: Human Resources (HR).

Responsibilities:

1. Assisting the senior training officer and the training and development officer in the Training planning process, that includes:
 - a. Administrating the training needs assessment process.
 - b. Contacts the training vendors to send their training offers for the next year.
 - c. Develops and updates the training catalogue.
2. Managing the training logistics handling and administration, including:
 - a. Contacting the departments" e.g., Administration, security, IM...etc.," involved in the process for handling the administration.
 - b. Contacting the agencies to register the candidate
 - c. Sending invitation to the concerned employee to confirm his registration.
3. Supports in the training evaluation process:
 - a. Administrating the distribution and recollection process of the attendance sheet, the training course evaluation form and the follow-up form.
 - b. Maintains the training evaluation and follow up forms.
 - c. Updates, keeps and reports training programs details
 - d. Retains all the training records and documents.
4. Administrate The HR learning center including all activities related to the training center and the HR library.
5. Administrating the internship programs.
6. Participates in administering the performance management process, that includes:
 - a. Setting PMS plan each year
 - b. Distribution and collection of PMS forms
 - c. Analyzing PMS data and producing reports as required

Achievements:

1. Achieving high percentage of Training Man days during the period 2007 till 2009.
2. Project of Fresh Graduate Program.
3. Designing of Knowledge Transfer Sessions "KTS" Program.
4. Conducting Business Soft Skills Training Programs for new hires.

Consultation Field

Consultant and Business Developer for many countries in Alexandria

Training Field

1- Name of employer: Petromaint (AMP)

Delivering Training Courses at EXXONMOBIL Co, / Basra/ Iraq

Starting Date: Dec 2021 till now

Position: Free Lance HR & Management Skills Instructor & Trainer

2- Name of employer: Mastery Academy / Malaysia

Starting Date: Aug 2022 till now. **Address of employer:** Malaysia.

Position: Free Lance HR & Management Skills Instructor & Trainer

3- Name of employer: EAAC

Starting Date: Nov 2014 till now. **Address of employer:** Alexandria, Egypt.

Position: Free Lance HR & Management Skills Instructor & Trainer

4- Name of employer: Egyptian Culture Center (ECC)

Starting Date: May 2017 till now. **Address of employer:** Alexandria, Egypt.

Position: MBA free-lance Instructor

5- Name of employer: Human Capital for training, recruitment, and consulting solutions (HC)

Starting Date: April 2012 till Aug 2014. **Address of employer:** Elbehira, Egypt.

Position: Free Lance HR & Management Skills Instructor & Trainer

6- Name of employer: New Vision (Partner with New Horizons)

Starting Date: Dec 2010 till Nov 2011. **Address of employer:** Elbehira, Egypt.

Position: Free Lance HR & Management Skills Instructor & Trainer

7- YouTube Channel: Dr. Mohamed Alkammar

Textile Industry

Name of employer: Alkan Textile co,

Starting Date: From 1st Jan 2006 till 1st April 2007

Address of employer: El Sadat City, El Monofia.

Position: Accountant

Tourism Industry

Name of employer: Red Carpet.

Starting Date: From May. 2005 till May. 2006

Position: Accountant

Optics Co.

Name of employer: Fahd Optics Co,

Starting Date: From Sep 2004 till May. 2005

Position: Accountant

Responsibilities:

Treasury System, Accounting System, Banking System and Suppliers & Customers Accounts.

Training (attended):

TOT (New Horizons)
SPHR (New Horizons)
Oracle Developer (Oracle)
Statistical For Total Quality Management in Decision Making and Quality Improvement (AUC)
Compensation and Benefit (AUC)
Negotiation Skills (IMI)
Time Management (Tatweer)
Basic Management (IMI)
Development and Changes
Management Tools
Management for junior Employees
SPHR (under Self Study)

Training Delivered by me as a Free-Lance Trainer& Instructor

Programs Delivered:

Senior Human Resources Management (HRM) Diploma
Train Of the Trainers (TOT)
Professional Human Resources Management (HRM) Diploma
Sustainability and community investment / EXXONMOBIL /Basra / Iraq
Organization Development / EXXONMOBIL /Basra / Iraq
Presentation Skills
Communication Skills
Negotiation Skills
Time Management
Basic Management
Development and Changes
Emotional Intelligence
Positive Thinking
Strategic Management
Performance Management System (PMS)
Basics of Marketing
Practical Leadership
Setting Goals
Job Hunting Seminars
Fundamentals of Selling Skills
International Business
Professional Executive Secretary Diploma
Organizational Behavior (OB)
Behavioral Skills for Managers

Computer skills:

MS office package,
Internet
OCP "Oracle Certified Professional"
Oracle "HRMS"
Oracle "Financial System"
Programming Languages

Language skills:

Arabic: mother tongue
English: Very good written, Reading, speaking & listening.

Activities

Play Chess
Reading
Traveling

References

Furnished upon request