

Mustafa Maher Abdel Khalek

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Objective Statement

Looking for a new and challenging SAP consultancy position ,that would increase my potentials , enables me to build a successful career and be a part in the growth of my company .

Education

June 2015 SAP Certified Application Associate - Human Capital Management with SAP ERP 6.0 EhP6 (C_THR12_66) a Scholar ship by the ministry of communication and information technology at Jupiter 2000 .

December 2022 Sap certified application associate s4hana sourcing and procurement

May 2011 BSC degree in Business Administration, Faculty of Commerce, English Department, Cairo University, Good

June 2007 High school degree, Talae Islamic Language School

Professional Training

Jan 2015-june 2015 SAP HCM THR_10 and THR_12 course as a scholarship by the MCIT, modules included

- PA personnel administration
- OM organization management
- TM time management
- PY payroll
- Event and training management
- ESS and MSS

Jan 2014-jan 2014 Introduction to Agile Software Development

Feb 2010-Aug 2010 English Proficiency Level 5 at Berlitz, grade: 94 % (Excellent)

July 2009-Aug 2010 Banking Internship at Suez Canal Bank

Projects

SAP MM Projects

- **El Almania**
 - Blue print
- **Egypt cables**

- Blue print
- Realization
- Testing
- Go live preparation
- Go live support
- **Egyptian General Petroleum Corporation – EGPC-**
 - Master data upload and migration
 - User manual preparation
 - Go live preparation
 - Go live Support
- **Nile city investment**
 - Project Preparation
 - Blue print
 - Realization
 - Testing
 - Go live preparation
- **Sinai gas**
 - **Blue print**
 - Realization
 - Testing
 - Go live preparation
 - Go live support
- **Eim**
 - Support
- **El Meem manufacturing**
 - Blue print
- **Egypt foods :**
 - MM support
- **Chloride**
 - MM support
- **Suzuki**
 - MM support
- **La poire**
 - MM support
- **Mahgoub**
 - MM support
- **Sapesco**
 - MM support

- Release strategy project implementation
- **Enppi**
 - Go live preparation
 - Go live
 - Go live support
 - Hyper care

Work experience

May 2022- present Senior Sap consultant MM at IBM

September 2021- December Senior MM consultant at TMG

January 2019- September 2021, Sap MM consultant at Edraky

Sep2015- December 2018 Sap MM Consultant, Agile Business Solution

Dec2013 - July 2014 Project coordinator, ASGA Tech

- Define the project scope, and take input from the business analysts and project engineers to develop and maintain the detailed schedule
- Responsible to track project changes and produces updated site based schedule as agreed with engineering and project management.
- Compile summary documents, e.g. Product Development Plan, management Summary and Target Product Profile. Collect and include contributions of the Team
- Develops and maintains a detailed project schedule
- Coordinate between outsource agencies with internal stockholders in order to facilitate communication

Aug 2013 – Dec2013 Customer Support, ASGA Tech

- Delivering service and support to Customer s through phone calls, emails
- receive feedback on different products through social media channels, besides Using tools for Screening downloads of applications ,and reporting to management
- Stay current with product knowledge information, changes and updates, and browsing the web for the latest technical news

April 2013 – July 2013 Training Coordinator, ASGA Academy

- Handling logistics for training activities including venues, catering and equipment. Establishing and maintaining relationships with external training suppliers.
- Develop training aids such as manuals and handbooks.
- Make training needs evaluation surveys and its analysis to identify the training needs and the required programs.
- Creating and organizing training materials including participant binders and handouts, name tags, table tents, signage, etc. Also developing marketing materials for events as appropriate.

- Answering and responding to outside communications, such as phone calls, emails, and web-based inquiries. This includes on-going communications, project-based communications, i.e., from training participants, presenters and clients.

Highlights of skills and Qualifications

- Fluent in written and spoken English
- Good user of MS Office (Word, Excel and Power point)
- Rewarded with Excellent Degree in MIS (Management Information System) class Project
- Excellent interpersonal skills which raises the efficiency level in interacting and dealing with customers.

Personal Information

Date of Birth: 22nd May, 1990

Marital Status: Single

Driver's License: Valid

Military status: completed

All original documents are available upon request

Last update March 2020