

AHMED BARAKAT

Executive Officer, HR Manager

With more than 11 years of experimenting and accumulating experience, in management and human resources.

PERSONAL INFORMATIONS

Nationality : Egypt

Date of birth : 11oct, 1984

Marital status : married

Religion : muslim



WORK EXPERIENCE

★ Dubai chess & culutre club, UAE, Dubai

Executive Officer, HR Manager

03 FEB 2007- 10 OCT 2017

Dubai Chess Club is ranked first in the world from International Chess Federation. It is a sports organization of the Government of Dubai i work there as Executive Officer & HR Manager from 03 FEB 2007- 10 OCT 2017

★ Arab Chess Fedraion Dubai

Website and news coordinator

01 Nov 2013 - 10 OCT 2017

Iso internal auditor for Dubai chess & Culture club

ISO9001 Quality management systems.

ISO1401 Environmental management systems.

OHSAS 18001 Health & Safety Management

Graphic Designer

02Nov 2007 - 10 OCT 2017

I make all design of indoor and outdoor advertising for all international and local and arab tournament and all event for Dubai Chess & Culture Club and Arab chess federation.

Education

Delta academy for computer science

Mansoura, Egypt

Bachelor of business administration (Information systems) Very good grade // 2001 - 2005

Executive Officer Tasks

Implementing the policies of the Board of Directors.

Work to achieve the strategic plan.

Prepare monthly administrative, technical and financial

Reports for the Board meetings.

Drafting and archiving letters (Chess World Fide, Dubai Sport council, UAE Chess federation, General Authority for Youth and Sports Welfare, Governmental Entity, Private Companies).

Follow up and review the conformity of administrative, Technical and financial processes with (ISO 9001, ISO 1401 OHSAS 18001) systems.

Organizing international, Arab and local tournaments

And cultural and community events



+201024422896



www.ahmedbarakat.rf.gd



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Egypt , El-Mahalla El-Kubra

SKILLS

Microsoft office



Office



GRAPHIC DESIGN



Adobe After Effects



Adobe Premiere



Adobe InDesign



Adobe Photoshop



Adobe Illustrator

IT computer & network



OTHERS PROGRAMS



Prezi



OBS Studio

Language :

English



Arabic



Follow-up quotes for hotels and flight reservations
And advertising Gift and printing companies.
Making graphic designs for tournaments and events
(banners, logo, letterhead, brochure, schedule).
Draft news and send it to newspapers (Albayan, Alittihad
Emaratlyoum, Alkhaleej)
Design presentations for the meeting and opening and
Closing ceremonies of the tournaments.
Design and management Website.
Effective follow-up the email And Social media.
Issuing visas through the electronic portal
(<https://www.ednrd.ae/>)
Management of the club team during the participation
In local and international tournaments

Human resources Tasks

Planning of Human resources operations.
Design Human resources operations forms.
Recruitment Operations Management.
Manage and Archive documents for staff.
Evaluate staff, make necessary reports.
Performance Indicators of Human resources operations.
Receive and follow up the requests of employees.
Follow up the issuance and renewal of residency
Issue and follow-up health insurance for employees.
Work annual training plan for employees.
Documentation of Human resources operations.
Follow-up attendance and absence and annual leave.
Management finger print software And add or Del users.
Preparing or updating employment records related to
Hiring, transferring and terminating.
Explaining human resources policies, procedures, laws,
And standards to new and existing employees.
Addressing any employment relations issues, such as
Work complaints and harassment allegations.
Overseeing hiring process, which includes coordinating
Job posts, reviewing resumes, and performing
Reference checks.

Computer SKILLS

Deep Experience : computer IT services, network
administrator , touch type, system support, Database
design, SAP software, Microsoft office, Photoshop,
illustrator, InDesign, adobe premiere , adobe muse, Prezi,
website and social media management, and others



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Egypt , El-Mahalla El-Kubra

SKILLS

SAP software



fingerprint software



social media



I hope I have been introduce
myself well
Best Regards
Ahmed Barakat
<http://ahmedbarakat.rf.gd>