

# 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 Manage 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 Duabi 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



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Egypt , El-Mahalla El-Kubra

### SKILLS

Microsoft office

★★★★★



Office

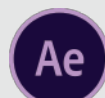


GRAPHIC DESIGN



★★★★★

Adobe



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  
Emaratyoun, 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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### SKILLS

SAP software



fingerprint software



social media



I hope I have been introduce  
myself well

Best Regards

Ahmed Barakat

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