

# Mahmoud Mohamed Hussein Arafat

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## Objective:

I am looking for a challenging position in the Development field that allows me to learn and develop my personality. Moreover, I want to expand my knowledge and skills to achieve the organization's goals.

## Experience:

### Deputy Director for Partnerships and Employer Relations

June, 2023 – Present

#### Ain Shams University Career Center

Work field: Employment, Strategic Partnerships, Business Development, and Event Management.

- Create ASU Career Center's business plan including an outline of the revenue generation streams and sources, pricing strategy and the department's targets.
- Create and implement an annual plan for the department including the expected outcomes and KPIs for the department and each team member.
- Liaise with the career center's departments to match specific programs and funding needs to donor/partners' interests and priorities to develop, review and submit high-quality project applications.
- Design partnerships packages and draft partnerships proposals.
- Manage the contracting process with partners. I.e. MOUs, contracts, payments and lead meeting and communication with C-level partners.
- Represent the center in all employer-related and strategic events.
- Create the business development plan for ASU Annual Employment Fair, ASU Career Week and other career center's events.

### Partnerships and Job Placement Manger

Feb, 2020 – June

2023 Education For Employment-Egypt | EFE-Egypt.

Work field: Employment, Strategic Partnerships, Programs Management, and Social Business Intelligence Activities.

- Build effective partnerships with public, private sectors institutions, and NGOs to interact, integrate and cooperate in joint activities.
- Create and organize the department's operational plans, reports, proposals, databases, and presentations; and lead a team of associates for the department mission.
- Prepare the project status reports for the donors and required planning and documentation for the activities through the MS Projects Application.
- Coordinate recruitment activities that actively generate job opportunities for the projects' graduates based on pre-determined hiring plans and targets.
- Support in the monitoring and evaluation of the ongoing projects to ensure the achievement of the related objectives.
- Ensure that employers' outreach plans are running in accordance with implementation plans.
- Support the social business intelligence unit through conducting labor market research, focus groups, stakeholder events, virtual webinars, etc.
- Participate in the Strategy Task-force committee to create the vision of 2025 for EFE-Egypt.

### Labor Market Researcher

Nov, 2015 – Oct, 2018

National Center for Human Resource Development | NCHRD-Egypt.

Work Field: Education and Training.

- Design and create collecting data tools and methods such as questionnaires, surveys...etc. and make analyses for the data and monitor study results and recommendations.
- Monitoring and providing technical support in the dual education system for Regional Units for Dual Education System - RUDS in different locations.
- Participate in the activities of support and development of the dual education system, organized by the GIZ-Egypt Project Enhancement of the Egyptian Dual System (EEDS) with the Ministry of Education.
- Cooperate with donors such as (Workforce Improvement and Skills Enhancement – WISE\USAID) in the activities related to establishing “Training for Employment” offices in the Regionals Unit for Dual Education System.

## **Training Supervisor**

May 2015 – Nov, 2015

Regional Unit for Dual System - RUDS in Qalubia governorate.

Work Field: Education and Training.

- Market the Dual Education System concept for new potential companies to go wider with the service.
- Monitor and evaluate the training of the Dual System students.
- Conducting interviews and examinations of new students.
- Tackle and solve the challenges which the trainee or/and companies are facing concerning the training.
- Assure the quality of in-company training based on the defined criteria.

## **Other Work Experience:**

### **Intern**

Dec, 2019 – Jan, 2020

Employment Promotion Program | EPP II – GIZ – Egypt.

Work field: Labor market information observatories and active labor market programs.

### **Trainee (Administrative Assistant) – Dual Education System**

Aug, 2011 – Feb, 2014

Manufacturing Commercial Vehicles – MCV.

Work Field: Administration.

## **Training & Workshop:**

- 2022 Certified Professional Key Performance Indicators KPIs – (Egyptian Institute of Directors).
- 2021 Building Strategic Academia-Industry Partnerships – (Union for Mediterranean and GIZ).
- 2018 Certified Human Resource Management Diploma – (Canadian Chamber for Commerce in Egypt) - Grade: (Good).
- 2018 General English Language Course – (British Council).
- 2017 Basic skills for Recruitment - (TVET II-European Union).
- 2017 “Ebdaa Rehlatak – Start your Journey” Employment units’ capacity building for program specialist – (WISE-USAID):  
Topics: (TOT, Facilitation Skills, Labor Market Information, Recruitment Skills, Career Counselling, Communication Skills, Presentation Skills, and Time Management).
- 2016 Induction training for Innovation Gate competition for technical and vocational education student – (TVET II-European Union).
- 2016 Career guidance facilitator workshop – (TVET II-European Union).
- 2016 Basic of occupational safety and health – (TVET II- European Union).
- 2016 Active Labor Market Programs – (GIZ).
- 2015 Communication, Marketing and Public relations skills – (GIZ).

## **Qualification:**

- Ain Shams University, bachelor’s degree in business administration (Grade: Good).
- "Manufacturing Commercial Vehicles – MCV" High technical school (Dual Education System/ “Mubark-Koul” previously), Diploma of Commerce (Grade: V. Good).

## **Language skills:**

- Arabic: Mother’s tongue.
- English: Excellent command (written and spoken).

## **Computer skills:**

- Excellent command of Microsoft Office applications.

## **Personal Data:**

- Nationality: Egyptian.
- Civil statues: Married.
- Military statue: Completed (Nov, 2018 – Nov, 2019).

*All concerned documents will be furnished upon request.*