

WALID MAHMOUD HASSAN ELNEIRY

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Career Objective

To secure a challenging position in a growth-oriented organization where I can leverage my knowledge, experience, and skills to contribute to organizational success.

Professional Experience

Al Jaber Group Ltd – Deputy HR Manager / Coordinator, Procurement & Logistics Dept.

Jan 2025 – Present

- Oversee HR operations: recruitment, onboarding, payroll, performance management, and employee relations.
- Implement HR policies to enhance engagement and ensure labor law compliance.
- Manage procurement and logistics: transportation, shipping, vendor relations, contracts, purchase orders.
- Prepare and present HR and logistics reports to senior management.
- Ensure compliance with government services (GOSI, Qwia, Mudad, Muqeem, Tamm).

Al Jaber Group Ltd – PMV Coordinator, Procurement & Logistics Dept.

June 2015 – Dec 2024

- Supervised equipment operations, maintenance, and safety compliance.
- Coordinated preventive/corrective maintenance and operator training.
- Managed logistics operations and supplier relationships.

Future Communications Guidance ITN'L – Help Desk Specialist, Zain NOC

April 2013 – May 2015

- Managed NOC helpdesk operations and issue resolution.
- Monitored compliance and service request security.
- Generated reports using MOS7100 Service Desk System.

Future Communications Guidance ITN'L – Project Coordinator & WFMS Controller, STC Project

Feb 2011 – March 2013

- Managed project schedules and progress reports.
- Coordinated FLM teams, monitored GPS locations, and conducted site surveys.

Education

El-Azhar University, Cairo, Egypt – Faculty of Education, Chemistry & Physics Dept.

2004 – 2008 / Grade: Good

Trainings & Certifications

- Basic Business Skills Acquisition (BBSA), Alexandria, Egypt – Future Generation Foundation (FGF)
- Language & Computer Skills, Presentation & Project Development Skills
- Customer Service & Communication Skills – Dale Carnegie & Talal Abu-Ghazaleh Training

Skills

- Human Resources Management & Employee Relations
- Procurement & Logistics Management
- Equipment Operations & Maintenance
- Project Coordination & Reporting
- ERP Systems: JD Edwards Enterprise One, Tamm Service, MOS7100
- Languages: English, Arabic

Personal Information

- **Date of Birth:** December 1, 1986
- **Nationality:** Egyptian ,**Marital Status:** Married.
- **Experience:** 15 Year.