

LOUTFY ADEL LOUTFY

Business Development Manager
HR & PUBLIC RELATIONS MANGER
Dubai _ United Arab Emirates

Mobile No : (+971) 502223063
LINKEDIN : <https://www.linkedin.com/in/loutfy-adel-loutfy-2b0276b4>
E-Mail : lotfyadel85@yahoo.com



Qualification

P.C.C : Licentiate of law BY : Menoufia University
YEAR : May 2005 GRADE : Good



Membership

1. Bar Association Egypt: First Instance M. No: 357941
2. Chamber of Tourism Establishments
3. Egyptian Financial Supervisory Authority M. No: 31231



Courses Experience

- Computer : (Word– Excel–Windows–Internet) Grade : Excellent
By Menoufia University
- American Hotel & Lodging Educational Institute for Food Safety (HACCP)
By Ministry of Tourism & Egyptian Tourism Federation
- Basic Food Hygiene
By SGS & e-CRISTAL & Chamber of Tourism Establishments
- Preparation and rehabilitation program for practicing the profession of insurance brokerage.
By Financial Services Institute & Egyptian Financial Supervisory Authority

Personal information

Nationality : Egyptian
Date of birth : 2/1/1985
Marital status : Married
Drive license : Valid UAE

Experience

Current position

- HR & PUBLIC RELATIONS MANGER
AJYAD MEDICAL CENTER
From AUG 2018 TILL NOW



The duties

1. Recruitment.
2. HRMS
3. Bulk hiring.
4. Visa processing. (tasheel – immigration – ID – medical – MOH)
5. UAE Labour Law.
6. Payroll.
7. Insurance.
8. Record maintenance.
9. Documentation.
10. General Administration.

Previous positions

- **HR & PUBLIC RELATIONS MANGER**
BIN HAIAN MEDICAL GROUP UAE
ALDAWLY MC/AL HIKMA MC / GREEN LIFE MC DUBAI
/BINHAIAN OPTICS / BIN HAIAN PHARMACY
From FEB 2017 till AUG 2018



The duties

- | | | |
|------------------------|-------------------|----------------------------|
| 1. Recruitment. | 2. HRMS | |
| 3. UAE Labour Law. | 4. Payroll. | 5. Insurance. |
| 6. Record maintenance. | 7. Documentation. | 8. General Administration. |

- **Vice of Agency Manager**
Misr Emirates Takaful Life Insurance Co – METLICO
From JAN 2016 till JAN 2017



- **Assistant Branch Manager at ACE_CHUBB Insurance _ Egypt**
Commercial Life Insurance
From Apr 2014 till Aug 2016



- **Branch Manager -- REEFY For micro- finance**
Micro- finance
From May 2012 till Apr 2014



- **Lawyer - My Own Office as freelance**
From Jul 2006 till Apr 2012

Skills

- | | |
|-----------------------------------|------------------------------------|
| 1- Public relations "Experienced" | 5- Fast-paced |
| 2- Work under pressure | 6- Results-oriented |
| 3- Strong Analytical Skills | 7- Creative |
| 4- Using Computer& Internet | 8- Totally committed to excellence |

Language proficiency

* Arabic : Native language * English : Excellent

Thank you for your time and consideration
I WISH TO BE ONE OF YOUR SUCCESS TEAM
For any further information, please don't hesitate to contact me

Loutfy Adel Loutfy