

# Fatma Mostafa Azouz

Human Resources Director

✉ dr.fatmamoustafa18@gmail.com 📞 +201122575344

🏠 7 Noor Al-Islam School St., Meshall, Al-Haram, Giza, Egypt Giza 🇪🇬 Egyptian 📞 +201009094904

Dynamic and results-driven Human Resources Director with over 15 years of experience in administrative and HR leadership. Holds a Ph.D. and Master's in Management with strong academic grounding and practical experience in organizational development. Adept at strategic planning, organizational structuring, team building, and regulatory compliance. Proven track record in enhancing work culture, promoting HR best practices, and integrating modern HR technology. Committed to continuous improvement and building a positive work environment.

## Education

2017 - 2020

- **PhD in Business Administration**  
**Faculty of Environmental Studies and Research, Ain Shams University**
  - Thesis: A Proposed Framework for the Influence of Inspirational Leadership and Change Adaptation on Job Life Quality

2013 - 2016

- **Master's in Management**  
**Faculty of Environmental Studies and Research, Ain Shams University**
  - Thesis: The Impact of Ethical Climate on Improving the Efficiency and Effectiveness of Intellectual Capital Management

2008 - 2010

- **Postgraduate Diploma in Business Administration**  
**Faculty of Commerce, Cairo University**

1996 - 2000

- **Bachelor of Business Administration**  
**Higher Institute of Cooperative & Administrative Studies**

## Employment

Apr 2018 - Present

- **Human Resources Director**  
**Higher Institute of Cooperative & Administrative Studies, Cairo**  
**Responsibilities:**
  - Developing and implementing human resources strategies in line with the institution's goals and mission.
  - Attracting talents and implementing training programs, in addition to supervising recruitment procedures and performance evaluation.
  - Ensuring compliance with labor laws and implementing and updating the internal regulations.
  - Leading the digital transformation of human resources using modern technologies.
  - Creating a positive work environment and enhancing coordination between departments.

2008 - 2018

- **Administrative Manager**  
**Higher Institute of Cooperative & Administrative Studies, Cairo**  
**Responsibilities:**
  - Supervising employees, guiding them, and evaluating their performance.
  - Participating in the coordination of activities, meetings, conferences, and events.
  - Contributing to streamlining procedures and enhancing the spirit of cooperation and harmony among team members.
  - Ensuring efficient workflow, solving problems, applying policies and procedures, and preparing reports for the relevant authorities within the institution.

Apr 2018 - Jun 2018

■ **Assistant Lecturer of Business Administration**  
**Higher Institute of Cooperative & Administrative Studies, Cairo**  
**Responsibilities:**

- Supervising students during the preparation and presentation of scientific research.
- Participating in organizing and monitoring the conduct of semester exams.

**Languages**

**Arabic | Native Speaker**

**English | Good**

**Courses**

2024

■ **Strategic Planning Course**  
Higher Institute of Cooperative & Administrative Studies

2019

■ **Environmental Impact Assessment Training**  
Faculty of Environmental Studies and Research, Ain Shams University  
(Grade: Very Good)

2019

■ **SPSS Statistical Analysis Training**  
Faculty of Environmental Studies and Research, Ain Shams University  
(Grade: Very Good)

2015

■ **TOEFL Certificate**  
Faculty of Arts, Cairo University.

2013

■ **Integrated Environmental Sciences Training (56 hours)**  
Faculty of Environmental Studies and Research, Ain Shams University  
(Grade: Very Good)

**Software Skills**

**Microsoft Office programs (Word, Excel, PowerPoint) and efficient internet browsing.**

**HR Management Systems (HRMS)**

**Email and Calendar Tools (Outlook/Gmail)**

**SPSS for Statistical Analysis**

**Document Management Systems (DMS)**

**Personal Skills**

**Effective communication with employees and management, both written and verbal.**

**Problem-Solving and Conflict Resolution**

**Strategic Thinking and Decision Making**

**Adaptability and Continuous Learning**

**Time Management and Organizational Skills**

**Hobbies**

■ Reading

■ Traveling

**Career Skills**

- **Human Resources Strategy Development:** Aligning HR plans with the institution's goals.
- **Organizational Leadership:** Leading administrative improvement and achieving institutional innovation.
- **Team Building:** Forming cohesive and effective work teams.
- **Compliance Management:** Ensuring full adherence to labor laws and regulations.