

Holds a Bachelor in Accounting, MBA and several Diplomas. Has over 17 years of proven track record & extensive practical background in different HR, Legal, Admin and HSE functions within different industries.

## **PERSONAL DATA**

Nationality : Egyptian  
Birth Date : 17/04/1984  
Gender : Male  
Marital Status : Married  
Residence : Future City, El-Shorouk, Cairo

## **EDUCATION**

: Bachelor's Degree, Accounting, Business Management, Cairo University, 2007  
: HRM Certificate (HRMC), (CAME) Centre of Accounting & Managerial Expertise, 2008  
: MBA Abstract to Mastering H.R & O.B., 2009  
: HR Management Diploma, HRCI, 2009  
: HR Management & HRIS Diploma, Oracle 12g, Next Academy, 2010  
: MBA, HR Management, Windham University, USA, 2013-2015

## **LANGUAGES**

Arabic : Native Language  
English : Excellent

## **COMPUTER SKILLS**

: Windows, MS Office, Internet

## **TRAINING COURSES AND CERTIFICATIONS**

: CPT (Certified Professional Trainer), New Horizon (Dec. 2012).  
: PHR (Professional in HR), HR Certification Institute (HRCI) (Jan. 2012).

## **CHRONOLOGICAL EXPERIENCE RECORD**

**Dates** : From Jan. 2023 till now  
**Employer** : Bingo Global for Trading & Supplies, Cairo

- Job title** : Human Capital Manager
- Job Description** :
- **Role Overview:** Support different business operations, drive HR initiatives from a strategic and operational perspective, and contribute to broader strategic business and HR projects. Works in true partnership with the business by fully understanding its goals and strategies and supporting those via proactive HR practices. Develop a deep understanding of the business, identifying key areas where HR can help and introduce initiatives that add value.
  - **Partnerships with Company management:**
    - Hold regular informal Company meetings with management/leadership team members.
    - Attend Company meetings to update on HR initiatives and discuss people issues.
    - Proactively identify opportunities to partner with management to develop and implement innovative and lasting solutions. Build credibility and trust by resolving employee concerns through reliable and prompt resolution, clear documentation, and follow-through.
  - **Employee relations:** Manage end-to-end employee relations issues within the Company, working with legal, and using the HR Advisor or Coordinators where appropriate to draft letters etc. This will include (but is not limited to) restructuring, redundancies, settlement discussions, employee performance issues, mediation.
  - **Learning and development:**
    - Work with the leadership team to build the Company's L&D strategy in line with the Business Objectives and talent development gaps to develop and implement learning and other organizational programs.
    - Work with each HOD to implement training and development plans/initiatives.
    - Work with the wider team to ensure induction and on boarding processes are continually fit for purpose.
    - Assist with delivering training in the areas of performance management, career development, interview skills and time management skills.
  - **Change management & employee engagement:**
    - Analyze and present the annual employee survey results in an engaging format compiling key themes and recommendations in line with Company objectives.
    - Work with leadership teams to develop action plans, ensuring employee involvement and ownership where appropriate.
    - Use people analytics data to regularly report to the business on key metrics and provide recommendations on HR initiatives using these insights.
    - Management /leadership coaching & development.
    - Provide coaching and training to managers to ensure consistent best practice in people management.
    - Oversee annual goal setting and appraisal process.
  - **Resource planning/recruitment:**
    - Partner with senior management and HR leaders to develop and implement workforce planning, and coordinate workforce restructuring activities.
    - Input into resource planning with leadership teams and spot opportunities to move talent within the business and retain within

the Group.

- Talent management:
  - Work with leadership teams to identify critical talent and work with managers to produce and implement Leadership Development Plans and action plans.
  - Work on proactive talent management projects.
- Reward & recognition:
  - Work with the Reward's professional to provide data to relevant leaders for salary reviews, input into salary survey, and guide leadership team on salary review recommendations, using benchmarking.
  - Train and coach managers on communication of salary reviews and bonuses to promote transparency and consistency.
  - Provide compensation and performance management review, evaluation and support to supervisors and employees, including job classification and reclassification reviews and job audits. Lead the annual performance and compensation review processes and act as a liaison between HR and the Division.
- Data Management: Develop, generate, and analyze reports, presentations and data obtained from HR systems to provide analytics, metrics, and trending information. Manage data integrity and work with the HR Assistant to ensure data entry and changes are accurately reflected in HRIS.
- HR Policy & Procedures: Interpret and apply Company's policies and practices as well as federal, state and local employment laws and collective bargaining agreements in support of Division objectives. Strive for a consistent approach in the application of HR procedures and practices across all client groups.
- Perform special projects and other duties as assigned.

**Dates** : From Oct. 2022 till Dec. 2022  
**Employer** : Covertina (3 months project)  
**Job title** : Head of HR & Admin  
**Job Description** :

- HR Policies & Procedures.
- Recruitment & Retention.
- Orientation & On-Boarding.
- Org. Development.
- Performance Management.
- Training & Development.
- Employee Relations.
- Com. & Ben.
- HRIS Technologies.
- Admin.
- HSE.
- Legal.

**Dates** : From Dec. 2021 till Sep. 2022  
**Employer** : Yardex for Artificial Grass  
**Job title** : HR & Admin Manager

**Job Description** :  
• HR Policies & Procedures.  
• Recruitment & Retention.  
• Orientation & On-Boarding.  
• Org. Development.  
• Performance Management.  
• Training & Development.  
• Employee Relations.  
• Com. & Ben.  
• HRIS Technologies.  
• Admin.

**Dates** : From Nov. 2020 till Nov. 2021  
**Employer** : Bingo Global for Trading & Supplies, Cairo  
**Job title** : HR & Admin Manager  
**Job Description** :  
• HR Policies & Procedures.  
• Recruitment & Retention.  
• Orientation & On-Boarding.  
• Org. Development.  
• Performance Management.  
• Training & Development.  
• Employee Relations.  
• Com. & Ben.  
• HRIS Technologies.  
• Admin.  
• Legal.

**Dates** : From Feb. 2020 till Nov. 2020  
**Employer** : BAYARA EGYPT LLC  
**Job title** : HR & Admin Manager  
**Job Description** :  
• HR Policies & Procedures.  
• Recruitment & Retention.  
• Orientation & On-Boarding.  
• Org. Development.  
• Performance Management.  
• Training & Development.  
• Employee Relations.  
• Com. & Ben.  
• HRIS Technologies.  
• Admin.  
• HSE.  
• Legal.

**Dates** : From Aug. 2019 till Feb. 2020  
**Employer** : Shaheen Coffee  
**Job title** : HR Manager  
**Job Description** :  
• HR Policies & Procedures.  
• Recruitment & Retention.  
• Orientation & On-Boarding.

- Org. Development.
- Performance Management.
- Training & Development.
- Employee Relations.
- Com. & Ben.
- HRIS Technologies.

**Dates** : From Feb. 2018 till Jul. 2019  
**Employer** : Alexandria Chocolate & Confectionery Co. (Corona)  
**Job title** : HR Manager  
**Job Description** :

- HR Policies & Procedures.
- Recruitment & Retention.
- Orientation & On-Boarding.
- Org. Development.
- Performance Management.
- Training & Development.
- Employee Relations.
- Com. & Ben.
- HRIS Technologies.
- Admin.
- HSE.

**Dates** : From Nov. 2016 till Jan. 2018  
**Employer** : Contact Group (Insutech)  
**Job title** : Group HR & Admin Deputy Manager  
**Job Description** :

- HR Policies & Procedures.
- Recruitment & Retention.
- Orientation & On-Boarding.
- Org. Development.
- Performance Management.
- Training & Development.
- Employee Relations.
- Com. & Ben.
- HRIS Technologies.
- Admin.
- HSE.

**Dates** : From Sep. 2015 till Oct. 2016  
**Employer** : Virtual Projects Group  
**Job title** : HR Manager  
**Job Description** :

- HR Policies & Procedures.
- Recruitment & Retention.
- Orientation & On-Boarding.
- Org. Development.
- Performance Management.
- Training & Development.
- Employee Relations.
- Com. & Ben.

- HRIS Technologies.
- Admin.

**Dates** : From Aug. 2014 till Aug. 2015  
**Employer** : Naseej (Arabian Advanced Systems)  
**Job title** : Regional T&D Supervisor  
**Job Description** :

- Orientation & On-Boarding.
- Performance Management.
- Training & Development.

**Dates** : From Nov. 2012 till Aug. 2014  
**Employer** : ASSET Technology Group  
**Job title** : Performance Management & Development Supervisor  
**Job Description** :

- HR Policies & Procedures.
- Orientation & On-Boarding.
- Org. Development.
- Performance Management.
- Training & Development.
- HRIS Technologies.

**Dates** : From Nov. 2008 till Oct. 2012  
**Employer** : Mazars Mostafa Shawki  
**Job title** : Human Resource Specialist  
**Job Description** :

- Recruitment & Retention.
- Orientation & On-Boarding.
- Performance Management.
- Training & Development.

**Dates** : From Jul. 2005 till Oct. 2008  
**Employer** : DPCO (Development Projects Co.)  
**Job title** : Human Resource Specialist  
**Job Description** :

- Recruitment & Retention.
- Training & Development.
- Employee Relations.
- Com. & Ben.
- Admin.

**Field of experience** :

- Solid Experience in the following HR aspects:
  - HR Policies & Procedures.
  - Recruitment & Retention.
  - Orientation & On-Boarding.
  - Org. Development.
  - Performance Management.
  - Training & Development.
  - Employment Laws.
  - Employee Relations.
  - Com. & Ben. Administration.

- HRIS Technologies.
- Achievements Across Career:
  - Applying OGSM strategic approach.
  - Cover employees under social & medical insurance.
  - Cutting down Admin, HSE & HR budget by 25%.
  - Design & deliver new employee orientation program.
  - Design & deliver PMS training program for all employees to help them understanding & apply the new performance appraisal method (MBO).
  - Develop different HR & Company's policies.
  - Develop different sourcing channels.
  - Develop org. chart & JDs., PMS & Employees Handbook.
  - Develop, implement, deliver different training plans across 13 branches in 13 countries both internally & through training providers.
  - Enhancing the effectiveness of the recruiting process by adding IQ & Personality tests to selection process.
  - Establishing Asset Academy.
  - Installing fingerprint attendance system.
  - Preparing HR department budget.
  - Organizing 2 football tournament for employees & different social activities.
  - Start & Establish HR department from beginning.
  - Update employees' personnel files database.