

Holds a Bachelor in Administrative Information Systems (HR Management) and has over 16 years experience in managing, directing and coordinating human resource management activities to maximize the strategic use of human resources and maintain functions such as employee compensation, recruitment, personnel policies and performance management.

## **PERSONAL DATA**

Nationality : Egyptian  
Birth Date : 18/09/1984  
Gender : Male  
Marital Status : Single  
Residence : Giza, Cairo

## **EDUCATION**

: Bachelor in Administrative Information Systems (HR Management), EI-Madina Academy, 2006

## **LANGUAGES**

Arabic : Native Language  
English : Very Good  
Italian : Very Good

## **COMPUTER SKILLS**

: Windows, MS Office (Word, Excel), Internet

## **TRAINING COURSES AND CERTIFICATIONS**

: Organizational Development Workshop, Integrated Solutions Consultancy (2019).  
: Advanced Excel HR, Human Capital Community (2019).  
: Project Management Fundamentals, Integrated Solutions Consultancy (2018).  
: Compensation & Benefits, American Chamber of Commerce (2016).  
: Effective Business Writing, Square Engineering Firm (2010).  
: Human Resources Management, MAC (2008).  
: Art Sales & Customers Service skills, AIC (2004).  
: Modern secretary & office management skills, AIC (2004).  
: Attend Workshop (Discover your strength to start a small project) (2004).

## CHRONOLOGICAL EXPERIENCE RECORD

- Dates** : From Jul. 2020 till Mar. 2021  
**Employer** : Impresub International LLC - (IMPRESUB Marine Contractor) one of the Italy's leading companies for serving the International Oil and Gas industries  
**Job title** : HR Manager
- Dates** : From Jul. 2019 till May 2020  
**Employer** : Green Modeling Contracting (GMC) - a fast growing construction company based in UAE affiliated to Al-Gaweesh Contracting Group  
**Job title** : HR Manager
- Dates** : From Aug. 2014 till Mar. 2019  
**Employer** : Cosmos Engineers & Consultant - a multi disciplinary engineering company that offers consultation and engineering services in various fields  
**Job title** : HR Manager
- Dates** : From Sep. 2012 till Jul. 2014  
**Employer** : Chemipharm Group - one of leading pharmaceutical companies in Egypt and executive distributor for P&G exclusive in pharmacies in Egypt  
**Job title** : HR Section Head
- Dates** : From Jun. 2011 till Aug. 2012  
**Employer** : Nestle Nespresso Egypt (FMCG) - an autonomous globally managed business of the Nestlé Group with corporate headquarters in Lausanne, Switzerland  
**Job title** : HR Manager
- Dates** : From Oct. 2009 till May 2011  
**Employer** : SQUARE Engineering Firm (Contracting) - a strong built network of know-how guided by a specialized technical office and construction, that bears extensive knowledge of the various local and international branches  
**Job title** : HR & Admin Specialist
- Dates** : From Apr. 2009 till Oct. 2009  
**Employer** : ETAG for Tourism Development (Nile Lily) - Nile Lily Floating Restaurants, a boat and terrace that hold 5 different cuisines  
**Job title** : F&B Recruiter
- Dates** : From Aug. 2006 till Apr. 2009  
**Employer** : Egyptian International for Trading & Supplies (E.I.T.S) - a leader in the retail and wholesale Tableware representing the finest European & International brands such as: Villeroy & Boch, Peugeot, Zwilling, Guy Degrenne  
**Job title** : HR Coordinator
- Further experiences** :
  - Caravan Marketing (Nestle bonjorno café) - Recruitment Consultant (Sep. 2014 – Sep. 2016).

- Carma Egypt - Recruitment Consultant (May 2017 – Dec. 2019).
- Mediterranean Wool Industries - HR Consultant (Oct. 2014 – Sep. 2015).
- Deleely for Marketing & Advertising - HR Consultant (Mar. 2011 – Mar. 2013).

**Field of experience :**

- Organization Development:
  - Oversee the implementation of human resources programs through Human Resources staff; identify opportunities for improvement and resolves problems.
  - Develop and monitor the HR annual budget that includes human resources services, employee recognition, team building events, etc.
  - Conduct a continuing study for developing all the Human Resources policies and procedures, job descriptions, organization structure, salary structure, performance appraisal, and practices to keep management informed of new developments.
  - Assist the organization in areas such as team development, strategic planning, leadership development, organizational redesign, and change management.
- Recruitment / Staffing:
  - Establish and lead the standard recruiting and hiring practices and procedures necessary to recruit and hire a superior workforce by using all available / possible recruitment sources.
  - Set the HR plan (Succession planning and Environmental Scanning) and recruitment budget yearly based on the organization's goals and business strategy.
  - Interview all levels of candidates for all positions for evaluating their interpersonal skills, in addition to attend any employee selection committees or meetings.
- Employee Relations:
  - Formulate and recommends Human Resources policies and objectives for the company on any topic associated with employee relations and employee rights.
  - Partner with management to communicate Human Resources policies, procedures, programs, and laws to all employees.
  - Arrange induction plan (onboarding program) for the new employees to be familiar with culture, work environment, values, job description, career path, employment contract, policies and procedures.
  - Arrange organizational exit plan (offboarding program) during the end of employment process starting from receiving the official documents till finalizing the settlement of employees' dues and conducting the exit interview.
  - Administrate all the communication methods with the employees (Ex: Administrative circulars and decisions, emails and etc...).
  - Manage and organize all the employees' requests (Ex: Loans, medical reimbursements, HR and action letters and allowance) and ensure that all requests are done.
  - Conduct periodic surveys to measure employee satisfaction and employee engagement.
  - Coach and train managers in their communication, feedback, recognition, and interaction responsibilities with the employees who report to them if it is required.

- Conduct investigations when employee complaints or concerns are brought forth.
- Monitor the implementation of a performance improvement process with non-performing employees.
- Monitor the grievance and disciplinary system.
- Coordinate with the HSE department to ensure that all safety, health and security procedures are followed by the employees, and conduct a HSE training programs to keep work environment always healthy.
- Performance Management & Training / Development:
  - Lead the implementation of the performance management system that includes performance development plans (PDPs) and employee development programs based on the key result area which selected carefully to cover each job competences (Knowledge, Skills, Abilities and goals).
  - Assist with the development of and monitor the spending of the corporate training budget, and maintain employee training records.
  - Direct the needs assessment for training and staff development to enhance the effectiveness of employee performance in achieving the goals and objectives of the company based on the performance appraisal analysis and the line managers' recommendations.
  - Design and develop HR training programs for management and employees.
  - Develop the learning activities, audio-visual materials, instructor guides and lesson plans.
  - Review the evaluations of training courses, objectives and accomplishments.
  - Make assessments of effectiveness of training in terms of employee accomplishments & performance.
- Compensation & Benefits (Total Rewards):
  - Establish the company wage and salary structure, pay policies, and oversee the variable pay systems within the company including annual bonuses and increments.
  - Lead competitive market research to establish pay practices and pay bands that help to recruit and retain calibers based on the benchmarking analysis and job evaluation yearly.
  - Monitor all pay practices and systems for effectiveness and cost containment.
  - Administer payroll.
  - Recommend changes in benefits offered, especially new benefits aimed at employee satisfaction and retention.
  - Administer medical insurance, flight tickets, leaves, attendance and overtime.
- Human Resources Management Systems (HRMS):
  - Manage the development and maintenance of the Human Resources sections of the company website, particularly recruiting, and company information and values.
  - Utilize the HRIS system to automate all the HR and administrative tasks, empower employees, and meet other needs of the organization.
- Administration:
  - Review continuously the Administration policies and procedures.

- Prepare and implement the administration budget (Accommodation budget, Outsourcing contracts, Maintenance, Events, Office supplies, Uniform, ...etc.).
- Administer all the outsourcing contracts (Security, Pest control, House keeping, Catering, Hotels, Vehicles maintenance and Waste management).
- Manage all the official company's documents (Issuing and Renewing).