

Holds a Bachelor in Agricultural Science, Certificates in HR Management, Business Administration and Mini Masters of Business Administration (Mini MBA). Has about 20 years of experience, including 16 years working in HR field.

## PERSONAL DATA

Nationality : Egyptian  
Birth Date : 27/09/1979  
Gender : Male  
Marital Status : Married  
Residence : Cairo

## EDUCATION

- : Bachelor in Agricultural Science (Agriculture / Chemical Pesticides), Ain Shams University, 2002
- : Business Administration, Open Learning Center – Ain Shams University, 2015
- : Mini Masters of Business Administration (Mini MBA), Leopard Education and Training Center, 2015
- : Human Resources Management, American Institute of Professional Studies (A.I.P.S), 2016
- : Strategic Management Certificate, AUC, 2017
- : Professional Postgraduate Diploma in HR Management, AUC, 2018
- : SPHRi (Senior Professional in Human Resources - International) (on-going) (self-study), HRCI (Human Resources Certification Institute), USA

## LANGUAGES

Arabic : Native Language  
English : Very Good  
French : Basics

## COMPUTER SKILLS

- : Windows, MS Office (Word, Excel, Power Point), Internet
- : MS Visio
- : MS Project
- : MS Publisher
- : Photoshop
- : ARIS Program Designer (Operation Design)
- : P.B.Views (KPIs Management)

## TRAINING COURSES AND CERTIFICATIONS

- : Computer courses:
  - IC3 (Internet & Computing Core) Certificate, Dubai - UAE (Oct. 2010).
  - Publisher.
  - E-Taqyeem Programs (Electronic Evaluation for Foundation Program).
  - MS Project.
  - Excel, Advanced Course.
  - Adobe Photoshop.
  - E-Strategy Program.
  - Power Point.
  - Visio.
  - Aris Program (Process Resolution Program).
  - Aris Designer Program (Operations Designers).
  - P.B.Views (KPIs Management).
- : Technical courses:
  - Management and Development of KPIs.
  - Costing Training Courses.
  - Implementation of Internal Audit.
  - Introduction to Project Management Professional (PMP) Training Course.
  - Occupational Safety and Health (OHSAS 18001) for Supervisor.
  - Strategic Planning Skills.
  - Internal Audit Cycle on Systems.
  - Basic of Institutional Foundation and Combined Operation Development.
  - Processes Management and Improvement.
  - ISO:9001 Requirements.
  - Inspection Methods and Skills.
  - Judicial Seizure - by Dubai Municipality GM.
  - Restaurant Management Training Course - Americana Training Center.
  - Shift Management Training Course - Americana Training Center.
- : Outstanding Performance Award (Award for Performance Exceeds Expectations), Dubai Government (2010).

## CHRONOLOGICAL EXPERIENCE RECORD

- Dates** : From Mar. 2022 till now
- Employer** : Misr Rayon & Polyester Co. - Cotton & Textile Industries Holding Co. (CTIHC) – Ministry of Public Business Sector, Alexandria
- Job title** : HR & Administration Director
- Job Description** :
  - Participated in Developing the Company Strategy and Annual Plans and Cascade it to the Human Resources Strategy and Long-Term Plans.
  - Prepared the HR Annual Plan and Budget in Alignment with the Holding Company Policies and Monitored its Implementation and made the Required Corrective Actions in Case of Any Deviation.
  - Designed and improved the HR Related Polices & Processes in Coordination with Holding Company.
  - Monitored HR Processes and Studied Compliance, Quality Assurance, and Holding Company's Reports and Use them to Direct HR Related Activities to Take All Necessary Actions for Correction and Continuous

Improvement.

- Monitored the Implementation of the Organization Structure and Conducted the Required Modifications on the Job Description to Ensure that Jobs are Continuously Developed and Match the Business Needs.
- Led the Processes of OD and Computerization of Work Systems in the Human Resources and Administrative Affairs Sector.
- Developed the Career Planning Policy and Implemented It Across Different Sectors to Assure People Growth and Meeting Business Needs.
- Managed the Communication Policy and Implemented Morale Improvement Process to Raise Employees' Engagement Level and Improve Performance.
- Managed the Reward Policy Including the Mix Between Fixed & Variable Pay, Short & Long-Term Incentives, Financial & Non-Financial Compensation to Ensure Achieve the Balance Between Pay and Performance as well as the External Equity.
- Managed Employee Relations Activities and Monitored Employees' Services and Made the Required Action for Improving People Morale & Satisfaction.
- Implemented the Performance Management System and Made All Required Actions to Link It to Employees Pay and Skills Development.
- Monitored the Implementation of Personnel Related Policies Including all Policies Related to Labor Office, Social Insurance Laws and Other Regulations.
- Managed the Admin Functions and Assured the Proper Provision of Employees' Services to Ensure Employees Satisfaction and Performance Facilitation.
- Built Partnership, Maintained Relations, and Created Alignment with Labor Unions to Ensure Smooth Implementation of Change and HR Management Systems.
- Managed all Human Resources Activities in the HR Sector to Achieve Highest Employees' Performance and Engagement Level.

**Dates** : From May 2017 till now

**Job title** : HR Professional Advisor / Consultant (Freelance)

**Job Description** : 

- Different Clients at Different Industries, such as: Cairo Airport Travel (Aviation, Travel and Tourist Transportation) - CAPS Auto (Automotive Services) - 3S (Manufacturing) - RA Sport (Fashion Retail & FMCG) - National Paints (Manufacturing) - Asseddiq American School (Education) - Velocity Apparels (Manufacturing, Export and Shipping) - Al-Rabat Group (Constructions, Pharmacies and Hospitals) ....and more.
- Responsibilities:
  - Spearheaded Setting HR Strategy, and Aligned with Corporate Strategy that Led Objectives Achievement Effectively.
  - Integrated all HR functions and Programs with the Strategies that Guaranteed Achieving the Organization's Mission.
  - Fine-tuned the HR Programs to Compliance with Established Policies & Procedures, and Laws.
  - Planned the Recommended Changes Regarding HRM System Needed for Business Growth and Organization Competitiveness.
  - Established the Necessary Required Projects Such as; Job Analysis, Competencies Framework Design, MPP, Performance Management System, KPIs Development, TNA ....and more, which

- Raised the Organization Capabilities.
- Demonstrated the Training Required for Specific HR Programs, Resulted in Employees Development.
- Achievements: Developed Many Organizations HR Systems by Analyzing Company's Needs & Creating Major Solutions which Reinforced the Organization's Capabilities 80% and generated more than 90% Problem Solving.

**Dates** : From May 2021 till Mar. 2022  
**Employer** : Al-Abed Group for trading (Fashion Franchise), Cairo  
**Job title** : HR Manager  
**Job Description** : Managed all Aspects of HR and Administration including but not limited to; Facilities Management, Organization Restructure & Merge, Planning, Budgeting, Compensation & Benefits, Personnel, Training, Talent Management, Talent Acquisition and OD.

**Dates** : From Dec. 2019 till May 2021  
**Employer** : Ashrafco Trading (Hammad Group), Cairo  
**Job title** : HR Manager  
**Job Description** :

- Managed all Aspects of HR and Administration including but not limited to; Facilities Management, Organization Restructure & Merge, Planning, Budgeting, Compensation & Benefits, Personnel, Training, Talent Management, Talent Acquisition and OD.
- Achievements: Built from Scratch a Strong HR System and Strategies that Led to Reduce 20% of the Operations Cost, Raised the General Performance by 80% and increased the Employees' Satisfaction up to 95%.

**Dates** : From Jan. 2016 till May 2017  
**Employer** : AC Boilers / Sofinter Group ITALY, Egypt Branch  
**Project** : Suez Power Plant  
**Job title** : Site HR & Administration Manager  
**Job Description** :

- Led the HR Operations Which Ensured Workflow at the Site.
- Emphasized the Policies, Procedures & Safety Rules that Organized the Operations for Dynamic Performance.
- Managed the Foreigners Needs such as; Visas, Residence Permits and Residence Renewal Process.
- Directed the Facilities like; Hotel Reservations, Transportation, Housing ...etc., Produced Better Work Environment.
- Commanded the Purchasing & Supplying Needs for Materials & Spare Parts from Local & Global Markets.
- Achievements: Maintained the Administration system by Controlled the Workflow that Saved Time 70%, Reduced 40% of Expenses and Upgrading the Work Efficiency 80%.

**Dates** : From Nov. 2012 till Jan. 2016  
**Employer** : El-Wahsh Construction Company, 10<sup>th</sup> of Ramadan City - Cairo  
**Job title** : HR & Administration Manager

**Job Description** : 

- Built the HR Department from Scratch.
- Planned the Manpower Needs, and Led the Recruitment Operations.
- Maintained Compensations Programs and Updated payroll systems.
- Facilitated all Admin Services such as Transportation, Supplies, Stationary, ...etc.
- Achievements: Generated a Powerful Competitive Advantages throo building HR department from scratch which Enriched Projects 85%, solved the Blue-Collar Sourcing Problem 80%, and Managed the Daily Wages Payment by 95%.

**Dates** : From Nov. 2007 till Nov. 2012

**Employer** : Dubai Government, UAE (Public Parks and Horticulture Dept.)

**Job title** : HR Supervisor

**Job Description** : 

- Set Dept. Strategies Based on Government Strategies and Cascaded Down to Individual SMART Objective.
- Maintained Organizational Structure; Updated the Organization Chart, Created the Workflow Chart that made Fluent Performance.
- Partnered with Main HR Department to Plan and Implement all Recruiting, Training and compensating Programs.
- Developed the KPIs to Ensure Accurate and Appropriate Performance Monitoring, Measuring and Analyzing.
- Defined the Potential Organizational Problem Areas and Determined the Early Radical Solutions.
- Identified Data Collection Tools, Sources & Preserved Document Control.
- Achievements: Developed and executed the performance management system by implementing a matrix project in all HR functions that resulted; Improved Work efficiency up to 95%, Reduced 30% of Cost, and Incremented Customer Satisfaction to 96%.

**Dates** : From Feb. 2006 till Jul. 2007

**Employer** : Kuwait Food Company – Americana (KFC Brand), Dubai - UAE

**Job title** : HR Specialist

**Job Description** : 

- Conducted the Orientation Training Program for New Employees.
- Coordinated the Basic Technical Training for New Employees and Pre-Promotion Training.
- Implemented the Hiring Procedures and Personnel Issues.
- Achievements: Fostered and Accelerated the Employees Engagement with their New Roles by 95%, Saved Time up to 95%, and Maintained the Employees Retain & Satisfactions.

**Dates** : From Sep. 2002 till Feb. 2006

**Employer** : Spider Maintenance Company (Hygiene and Pest Control), Cairo

**Job title** : Deputy Technical Manager

**Job Description** : Related to Chemical Engineering Career.

**Field of experience** : 

- All HR Management Functions.
- Competency-Base Management Strategic Planning.
- HR Audits.

- Performance Management.
- Policies Development.
- Labor Laws knowlegde.
- HRIS.
- Talent Acquisition.
- Talent Management.
- Talent Development.
- Drive Organizational Culture.
- Team Building.
- HR Budgeting.