

Holds a Bachelor of Computer System, MBA (Human Resources Management) and Human Resources Certificate. Has about 24 years experience. His areas of expertise include Human Resources Strategies, Training & Development, Employees & Labor Relations, Compensation & Benefits, Talent Acquisition & Management, Organization Development & Performance Management.

PERSONAL DATA

Nationality : Egyptian
Birth Date : 21/11/1976
Gender : Male
Residence : Maadi, Cairo

EDUCATION

- : Bachelor of Computer System, Higher Institute for Specific Studies, Heliopolis, Cairo, 1998
- : MBA, Human Resources Management, Arab Academy for Banking & Financial Sciences, Cairo, 2017
- : Human Resources Certificate, American University in Cairo, 2013

LANGUAGES

Arabic : Native Language
English : Very Good

COMPUTER SKILLS

- : Windows, MS Office, Internet

TRAINING COURSES AND CERTIFICATIONS

- : Emotional Intelligence Workshop, Knowledge Center.
- : Planning Techniques, Knowledge Center.
- : Leadership, HPA Academy.
- : Communication Excellence, Evolution Center.
- : Renewable Roles of Chief Administrative, ASEC Training Center.
- : Coaching, ASEC Training Center.
- : Stress Management, ASEC Training Center.
- : Communication Skills, ASEC Training Center.
- : Effective Dealing Skills, ASEC Training Center.

- : Effective Management and Leadership Style, American Chamber of Commerce.
- : Time Management Fundamentals, American Chamber of Commerce.
- : Effective Business Communication, American Chamber of Commerce.
- : Member of the Occupational Safety and Health, American Chamber of Commerce.

CHRONOLOGICAL EXPERIENCE RECORD

- Dates** : From Dec. 2021 till now
- Employer** : BDO Egypt
- Job title** : HR & Administration Director
- Job Description** :
- HR:
 - Contribute in developing the corporate strategy & formulating the organization restructuring.
 - Develop the annual HR business plan including the key performance, targets, needed resources and budget to achieve the company's mission and objectives.
 - Develop the organization competency frame work in light to the strategy, core values, business nature and needed culture.
 - Plan, develop the recruitment annual plan, including the needed jobs, dates, numbers and sources of recruiting.
 - Implement a proper staffing system that identify the selection standards', hiring process, Regulations and procedures.
 - Update and train department heads on the selection methods and techniques.
 - Train, ensure and monitor proper implementation of the department heads to the staffing and PMS.
 - Contribute to the evaluation and development of staff performance in co-operation with the department heads.
 - Develop and ensures proper implementation of the training system and controls, reports about the training effectiveness.
 - Update, interpret and control the HR policies / practices (including recruitment and selection, Discipline, grievance, pay and conditions, code of conduct, training and development, Succession planning, morale and motivation, performance appraisals and employee relation).
 - Develop and maintain an appropriate compensation management system through periodical evaluation of jobs and continuous monitoring to the market ranges.
 - Measure and improve the employees' morale and provide recommendations.
 - Ensure the implementation, recommends actions to ensure all HR aspects are compliance with laws and environmental policies.
 - Monitor monthly report on HR issues, updates, development plans and achievements.
 - Administration:
 - Plan, administer and control budgets for contracts, equipment, and supplies.
 - Searching for the offers of medical care companies and choosing

the best ones in terms of medical service and financial offer at the same time.

- Monitor the facility to ensure that it remains safe, secure, and well-maintained.
- Set up sub-plans and executive programs for administrative affairs, so as to achieve the key objectives of the company.
- Analyze internal processes and recommend and implement procedural or policy changes to improve operations, such as supply changes or the disposal of records.
- Apply the policies and procedures that promote the credible image of the company internally & externally.
- Control over the use and maintenance of the equipment, communication, and other administrative services.
- Follow up the processing and rehabilitation of buildings services, and to take the necessary preventive action to maintain these buildings.
- Searching for companies that provide maintenance services for machines with the best performance and an appropriate price.

Dates	:	From Dec. 2020 till Dec. 2021
Employer	:	Orouba Misr Development and Construction
Job title	:	HR & Administration Manager
Job Description	:	<ul style="list-style-type: none">• Fully responsible for the Human Resources services.• Lead the human resources function to develop and strengthen organization capability through assessing organization skills bank and systems; addressing organization gaps; developing & leading plans to fill in these gaps.• Oversee service delivery and the day-to-day operations of HR & Administration services to five projects and the HQ; ensure that all KPIs are met and procedures are followed.• Key Responsibilities:<ul style="list-style-type: none">- Lead and support HR & Admin teams of 100 employees across six locations; enabling and motivating them to make high quality decisions and provide effective service to company staff and HQ tenants.- Manage all HR and administration services, e.g., recruitment, payroll, training & development, performance appraisal, transportation, housing.- Review and monitor HR & Administration related services to check on performance and development areas, reporting on risks, key performance indicators and proposed corrective action.- Focus on team performance, team building, and employee development to ensure team effectiveness.- Oversee the development, implementation and ongoing maintenance of in-scope processes such as Recruiting & Onboarding, and Benefits Administration, Training & Development, Payroll Administration and Rewards Administration.- Develop, lead and motivate the HR & Administration service teams through coaching; influence them to take positive action and accountability for their assigned work.

- Create adhoc reports to track individual and team performance to increase HR & Administration teams' efficiency.
- Prepare and manage HR & Administration budgets and report on budget performance KPIs with full analysis for senior management to make related business decisions.

Dates : From Apr. 2019 till Aug. 2020

Employer : EHE Consulting Engineers, Cairo

Job title : HR & Administration Manager

Job Description :

- Screening CVs in databank, website, received as a result of publishing an advertisement or website search, etc.
- Conduct initial interviews if required and make assessment reports.
- Phone interviews & face to face interviews with shortlisted candidates.
- Prepare and conduct all related assessment reports.
- Receive feedback on the short-listed CVs.
- Coordinating the final interviews and induction process.
- Get the approval of the selected candidates on the job offer.
- Preparing HR letters.
- Responsible for performance appraisal system.
- Responsible for the Training function.
- Responsible for the employee relation function.
- Responsible for the career path for all employees.
- Responsible for personnel function (e.g attendance, Medical insurance, etc.).
- Handle all Event Management.
- Responsible for all administrative tasks.
- Explaining human resources policies, procedures, laws, and standards to new and existing employees.
- Preparing or updating employment records related to hiring, transferring, promoting, and terminating.
- Ensuring new hire paperwork is completed and processed.
- Understand employee opinions and anticipate their needs and concerns.
- Provide guidance and input on business unit restructuring, workforce planning, succession planning.
- Ensure that the company's recruitment policies, processes, and standards are followed at all levels.
- Observe and evaluate the internal and external environment to improve HR policies and initiatives to enhance employee engagement and overall business performance, partnering with HR operations colleagues as appropriate.
- Direct and oversee all administration related activities.

Dates : From Nov. 2017 till Apr. 2019

Employer : EHAF Consulting Engineers, Giza

Job title : HR Manager

Job Description :

- Developing and implementing HR strategies and initiatives aligned with the overall business strategy.
- Maintain management guidelines by preparing, updating, and recommending human resource policies and procedures.
- Maintain and enhance the organization's human resources by planning,

implementing, and evaluating human resources policies, programs, and practices.

- Maintain pay plan and benefits program.
- Assess training needs to apply and monitor training programs.
- Report to management and provide decision support through HR metrics.
- Ensure legal compliance by monitoring and implementing applicable human resource legal requirements; conducting investigations; maintaining records and representing the organization.
- Maintain human resource staff by recruiting, selecting, orienting, training employees and analyzing exit interviews; recommending changes.
- Responsible for recruitment activities of Executive and Top-Level positions.
- Oversee and manage a performance appraisal system that drives high performance.
- Ensure planning, monitoring, and appraisal of employee work results by training managers to coach and discipline employees; scheduling management conferences with employees; hearing and resolving employee grievances; counseling employees and supervisors.
- Complete human resource operational requirements by scheduling and assigning employees; following up on work results.

Dates	:	From Mar. 2013 till Jun. 2017
Employer	:	Arab Swiss Engineering Company – ASEC, Cairo
Job title	:	HR Operations & Employees Relation Section Head
Job Description	:	<ul style="list-style-type: none">• Audit, present, analyze and compare the actual performance of the HR Field representatives against the job description, through the quarterly audit report.• Approve and control the HR Field quarterly action plans to overcome, work and correct findings appeared in the audit.• Report on the HR key performance indicators with the accordance of the HR rep. staff and provide recommendations to the HR Operations Manager.• Ensure proper implementation of staffing system within projects according to the approved recruitment annual plan & following the selection standards, hiring process, regulations and procedures.• Update and inform department heads within the projects by the selection methods and techniques.• Ensure that all new comers are full equipped, acquainted with their jobs and have received the orientation program.• Monitor the measurements and reports provided by the HR representatives about staffing and support taking actions.• Monitor the accomplishment of the projects' department heads to the performance management system methods and techniques as per the talent management policies and procedures.• Work with the talent management manager in ensuring proper implementation of ASEC business school.• Communicate with the technical training department to fulfill the training needs of ASEC staff.• Report and update the training history of all in sites staff with the accordance of the HR representatives.

- Inform, interpret and control the HR policies / practices (including grievance, discipline, and code of conduct, succession planning and employees' morale) within the projects.
- Ensure effective implementation to the communication and employee relations system.
- Measure and analyze the employees' morale and provides recommendations for improvement.
- Ensure that the overall work environment is up to standard at all times.
- Maintain awareness and knowledge of updated HR theories and methods & provide suitable interpretation to ASEC HR rep. staff.
- Contribute to the development of the Human Resource function by developing an employee relations strategy that is aligned with business needs.
- Implement all employee relations initiatives within the company.
- Supported all parts of the business on employee relations matters to ensure their effective management. Issues include: grievances, complaints, suggestions and performance issues.
- Provide recommendations on related matters. i.e.: pay reviews, reward projects, work environment, career development, benefits and services ...etc.
- Update and inform the employees about the current projects in the HR Department and keep them involved all the times.
- Plan, supervise, and review work of subordinates.
- Provide coaching and continuous feedback to the HR representative staff.
- Appraise the staff performance, identifying the needed training & making action plans for improvement.

Dates : From May 2011 till Feb. 2013

Employer : ASEC, Cairo

Job title : Administration Section Head

Job Description :

- Administer the company laws, rules and instructions.
- Follow-up daily attendance and leaves.
- Follow-up daily overtime through the extra time report sent by the Director of the Section after its approval by the Project Manager.
- Solve all the problems of the site and employees related to the government entities (Office of Labor and Social Security).
- Follow-up and supervise the work of public relations and hospitality for the sites.
- Keep records and reports for the site in the competent authorities.
- Maintain constant communication between the site and the administration in the head office.
- Responding to inquiries of workers in the site according to the regulations and procedures and referring to management when needed.
- Prepare weekly and bi-weekly, monthly, semi-annual and annual reports and submitting them to the HR & Administration Director and discuss these reports in periodic meetings of senior management.
- Review and analyze of administration expenses to control them.
- Issue a monthly report with the expenses of transitions and compare with previous months to find out the reasons for the differences if found.

Dates : From Feb. 2008 till May 2011
Employer : ASEC
Project : Djelfa Cement Project, Algeria
Job title : Administration Section Head
Job Description :

- Administer the company laws, rules and instructions.
- Responsible for handling company rental cars for employee's transportation and financial related issues in Algeria.
- Responsible for employee's contracts residents in Algeria.
- Handle all residential concerns for all employees in Algeria.
- Review the Egyptian employee's security contract with the Algerian Authorities.
- Follow-up all employees' entry visas and work permits.
- Manage all employees' time sheets versus holidays, sickness, outside site permissions in Algeria.
- Follow-up all employees related salary packages, incentives bonuses, etc.
- Manage and handle all office and cars related running costs.

Dates : From 1999 till 2008
Employer : ASEC, Cairo
Project : Tourah Project & Head Office
Job title : Computer Specialist & Administration
Job Description :

- Issue the daily, weekly & monthly production reports.
- Issue the spare parts purchasing and fabrication requests and follow up the supply of materials to store, as well as the supplier's invoices and payments.
- Issue weekly and monthly reports for the status of the spare parts purchase and fabrication orders.
- Prepare the daily and monthly working hours reports for all labors and employees as well as managing the attendance of the employees (holidays, vacations, sick leaves, etc.).
- Prepare technical & process audit for the following:
 - Tourah Portland Cement Plant lines #8 and #9.
 - Arab Company for white cement industry – Jordan.
 - Development & Investment Authority at Site – Libya.
 - Kerbala Cement Plant, Al-Muthana Cement Plant and Umm Qasr Grinding Plant in IRAQ for rehabilitation and technical management offer preparation.
 - Zahana, Meftah and Hadjar Soud Cement Plants in Algeria due diligence for company's capital participation under technical management.
 - Tartous and Adra Cement Plants in Syria due diligence for company's capital participation under technical management.
 - Arabian, Al-Chahba and Hama Cement Plants in Syria due diligence for company's capital participation under technical management.