

Holds a Bachelor of Computer System, MBA (Human Resources Management) and Human Resources Certificate. Has about 20 years hands-on 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 Apr. 2019 till now
- 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** :
- 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 and 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 companies capital participation under technical management.
 - Tartous and Adra Cement Plants in Syria due diligence for companies capital participation under technical management.
 - Arabian, Al-Chahba and Hama Cement Plants in Syria due

diligence for companies capital participation under technical management.