

## **Ayman Adel**

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### **Professional Summary**

A dynamic and strategic Human Resources Director with over 22 years of progressive experience in developing and executing HR initiatives that align with business objectives, optimize talent management, and foster a high-performance culture. Proven expertise in strategic planning, talent acquisition, employee relations, and compliance. Seeking a senior HR leadership position to leverage a strong track record of enhancing organizational effectiveness and driving business growth.

### **Core Competencies**

- **Strategic HR Planning & Execution**
- **Talent Acquisition & Management**
- **Performance Management**
- **Compensation & Benefits Design**
- **Employee Relations & Conflict Resolution**
- **Organizational Development**
- **Labor Law & Compliance**
- **HRIS & Data Analytics**
- **Change Management**
- **Leadership & Team Building**

### **Professional Experience**

**Human Resources & Personnel Director Ertekaa Environmental Service** | Cairo, Egypt *January 2020 – Present*

- Developed and executed a comprehensive HR strategy that directly supported business goals, leading to improved talent retention and organizational efficiency.
- Managed the end-to-end recruitment process, from sourcing and interviewing to onboarding, successfully attracting top-tier talent.
- Implemented a new performance management system, which streamlined goal setting and enhanced professional development across the company.

- Served as a strategic advisor to the executive team on key decisions regarding organizational structure, compensation, and change management.
- Championed and cultivated a positive and inclusive workplace culture, resulting in higher employee engagement and morale.

**Human Resources & Personnel Senior Manager SEODI INVESTMENT GROUP | Cairo, Egypt**  
*April 2015 – December 2019*

- Partnered with senior leadership to design and implement HR strategies that improved workforce performance and aligned with business priorities.
- Managed all aspects of employee relations, advising on and resolving complex issues in compliance with local labor laws.
- Oversaw the performance review and development program, ensuring fairness and effectiveness throughout the organization.
- Led recruitment campaigns and talent planning, utilizing psychometric testing and other selection techniques to identify and hire qualified candidates.
- Contributed to making the company a "Great Place to Work" through a focus on positive culture and employee well-being.

**Human Resources & Personnel Manager EL WARDA for Tobacco Manufacturing | Cairo, Egypt**  
*January 2010 – December 2014*

- Planned and directed the strategic HR function, ensuring alignment with the overall business strategy.
- Successfully managed relations with all worker groups, including unions and collective bargaining bodies, maintaining key contacts with labor ministry officials.
- Directed the administration of the compensation system, ensuring consistent and fair practices.
- Maintained full compliance with changes in labor and employment laws, providing proactive advice to management.
- Continuously improved people management practices, impacting all areas of the business.

**Human Resources Unit-Head Heavy Engineering Industries and Shipbuilding (HEISCO) | Kuwait**  
*March 2008 – December 2009*

- Identified and met staffing requirements by administering and evaluating recruiting and hiring processes.
- Developed and implemented performance management programs, creating a system for bi-annual performance reports.
- Resolved employee complaints and problems, which reduced turnover and improved employee retention.
- Managed the ticketing department, overseeing mobilization for new hires worldwide.

**Human Resource Manager Tav Tepe Akfen for construction investments** | Cairo, Egypt *January 2006 – March 2008*

- Conducted job analysis to write detailed job descriptions and identify essential functions for positions.
- Designed and managed competitive compensation and benefits packages, including calculating overtime, bonuses, and annual increases.
- Maintained full responsibility for the payroll system, ensuring accurate and timely payment for all employees.
- Developed and implemented training courses based on a training needs analysis to fulfill competency gaps.

**Branch & Administration Manager Leader money exchange Company** | Cairo, Egypt *August 1997 – December 2005*

- Implemented and improved policies related to time, attendance, and compensation, ensuring fair practices for all employees.
- Developed and managed performance programs, providing coaching and motivation to improve individual and group performance.
- Managed all office requirements, including stationery, vehicles, and logistics, ensuring smooth operations.
- Organized transportation and booking of travel for project managers across Egypt.

**Education & Professional Development**

- **Executive Master of Business Administration (EMBA)** | Georgia University Atlanta, USA
- **Professional Human Resources Management Diploma** | American University in Cairo (AUC) | Cumulative Grade: Very Good

- **Licentiate of Law** | Cairo University, 1998
- **Certifications:**
  - Employee Safety and Health (OSHA)
  - Workplace Occupational Safety and Health (NASP)
  - Project Management Essentials
- **Training Courses:**
  - Time Management & Leadership Skills
  - Problem Solving & Decision-Making Skills
  - Risk Management Analysis
  - The Seven Habits for More Effective Life

#### **Languages**

- **Arabic:** Native
- **English:** Excellent (Reading, Written, Spoken)
- **French:** Good (Reading, Written, Spoken)