

## Ahmed Mahmoud Ahmed

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### Profile

Dynamic HR Professional with a long experience in HR worked across different Human Resources functions, with real intensive hands on the job experience in Personnel, recruitment, compensation and benefits Organization development, Training, Performance Management, employee's relations and HR audit, committed to achieve business success with the ability to work individually and in teams.

Joining a certain development and restructuring projects and joining in establishing many new projects.

### Education

Doctor of Business Administration (DBA) – Human Resources Management  
Cairo University. – In progress

(2020) Master of Business Administration (MBA) – Strategic Management  
Arab Academy for Science, Technology & Maritime Transport.

(2007) The American University in Cairo  
Human Resources Professional Diploma Overall grade: (A)

(2003) Faculty of Commerce – Cairo University  
Bachelor Degree- Accounting Major

### Career related experience

✓ **December 2004 - present: Al KHARAFI Group, industrial sector – Head Quarter – EGYPT**

**January 2020 till date:**

**Human Resources and Admin Manager.**

**Job Duties include:**

- Supervise on the process of run the payroll, official deductions, social insurance, overtime, quarter bonus, final settlement, income taxes and preparing the monthly pay slips.
- Search for the best corporate offers in the market including bank loans, credit cards, auto loans, Medical ins., personal accident ins. any other benefits.
- Evaluate the benefits' policies and suggest modifications to ensure that programs are current and competitive.
- Manage all related medical insurance and personal accident program (in/out for the employees, approvals, reimbursements and claims and manage company's mobile corporate account.
- Prepare monthly management reports regarding all HR function (benefits and compensation).
- Craft & Supervise on orientation programs of new hiring and conducting exit-interviews.
- Monitor all recruitment activities, covering recruitment advertisements, applicants screening process, conducting interviews, preparing short-listed candidates to ensure compliance to the set policies and procedure, issue the new hiring joining offers.
- Monitor the employee's attendance and leaves balance.
- Supervise on social insurance affairs and dealing with the governmental labor office.
- Provides deep supervision on the resigned employees' official documents; insurance forms, discharge certificates, end of service certificates and the financial settlements.
- Administrate the implementation and developing of the annual training plan.

- Administrate the implementation of the monthly and Quarterly performance appraisal.
- Assign special projects' tasks & responsibilities among the team members.
- Conducting HR interviews for the candidates as well as technical interviews for HR candidates.
- Coach, train, direct, motivate and evaluate HR team.
- Participate in the development of policies and plans for HR activities with senior management.
- Consult with line manager to allocate base salary increases effectively based on market position and performance.
- Direct the team of the employee's relations and HR audit in through the group companies.

✓ **(2014- 2019): Deputy HR Manager** - (Acting as HR manager for the industrial sector of the group companies) - AL KHARAFI Group - EGYPT

✓ **(2010- 2014): HR Supervisor** - AL KHARAFI Group- EGYPT

✓ **(2007- 2009): Senior HR Specialist** - AL KHARAFI Group- EGYPT

✓ **(2004-2006): HR Specialist** - AL KHARAFI Group- EGYPT

✓ **(January 2003- December 2004): Egyptian Insurance Consulting Office (EICO)**

- Insurance and reimbursement specialist.
- Supervisor, corporate and large accounts, (Vodafone, ART)

✓ **(2002-2003) Misr Insurance Company**

Internship

## Training Courses

- **(2018)** Certified manager certificate – certified from chartered management institute (CMI) - UK.
- **(2017)** work shop in the new trends in Egyptian Labor Law and Social INS.
- **(2009)** Balanced Score Card Seminar & Workshop – Emak International Academy
- **(2008)** CBP (Customer Service track course) – Emak International Academy
- **(2007)** The Egyptian Labor Law “Ain Shams University – Faculty of Law”
- **(2006)** Training Needs Assessment Skills Course- CDC
- **(2002)** MS Office Applications Course- Sadat Academy for Management Science.
- **(2001)** Language courses & Phonetics - Sadat Academy for Management Science.

## Skills

- **Arabic** (Mother tongue - Proficiency in speaking, reading and Excellent writing skills)
- **English** (Very Good in speaking, reading and writing )
- **French** (Fair in speaking, reading and writing )
- High knowledge of **Microsoft Office applications** (Word, Excel, PowerPoint, Outlook) and internet

## Personal Data

- Date of Birth: June 4<sup>th</sup> 1982
- Nationality: Egyptian

- Marital Status: Married
- Military Status: Exempted

*References furnished upon request*