

Ahmed Mostafa Badr

Manager (Human Recourse & Admin)

6 October – El-Sheikh Zayed

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Summary:

Results-driven HR Supervisor with over 12 years of experience in compensation & benefits, payroll, personnel, and talent management across leading Egyptian companies. Proven success in developing HR strategies, implementing performance systems, and managing large-scale payroll and benefits operations with full compliance to Egyptian labor law. Recognized for driving cost savings, employee engagement, and policy optimization. Currently pursuing an MBA to strengthen leadership and strategic HR capabilities.

Core Skills:

- **HR Operations:** Payroll Management, Personnel Affairs, Labor Law, HRIS (OFOQ, HITS, Oracle).
- **Compensation & Benefits:** Salary Structures, Job Evaluation, Incentive Schemes, Benefits Administration.
- **Talent Management:** Recruitment, Performance Management, Career Pathing, Employee Engagement.
- **Strategic HR:** Policy Development, HR Budgeting, Organizational Restructuring, Compliance.
- **Technical Skills:** Advanced MS Excel & PowerPoint, Data Analysis, Payroll & ATS Systems.
- **Soft Skills:** Leadership, Negotiation, Conflict Resolution, Stakeholder Management.

Experience:

➤ **Dokkan Group for Auto Services – (October)**

Head of Human Resources & Administration (Data Analytics) | Nov 2024 – Present

- Created and delivered **monthly HR reports** for the CEO, covering HR budget, payroll analysis, attendance, recruitment status, medical consumption, performance appraisals, archiving, and uniforms.
- Developed and shared **HR dashboard data analytics**, enabling leadership to make faster, data-driven decisions.
- Designed and implemented **comprehensive HR policies** (compensation & benefits, recruitment, attendance, payroll, medical insurance, loans), ensuring smooth adoption across the workforce.
- Built and managed the **HR budget**, tracking monthly expenses in collaboration with the Finance team to ensure cost efficiency.
- Negotiated and finalized agreements with a medical insurance provider, extending **coverage to 100% of employees**.
- Successfully recruited and onboarded **50+ employees** to support the launch of the New Cairo branch.
- **Registered the company with the Social Insurance Office and opened its file**, ensuring compliance with Egyptian labor and insurance laws.
- **Created and implemented a performance appraisal system**, linking employee evaluations to company objectives and improving transparency in performance management.

➤ **Raya Electric for Manufacturing subsidy of Raya Holding for Financial Investment-(October)**

Title: Supervisor (Human Resource)

Dates: From November 2020 till October 2024.

- Directed HR operations for 600+ employees, covering payroll, personnel, benefits, and recruitment.
- Designed and implemented a performance evaluation system, increasing productivity and engagement.
- Developed a competitive salary structure aligned with market benchmarks, improving retention rates.
- Designed training programs and career pathing frameworks that prepared **15+ high-potential employees for leadership roles.**
- Managed HR budget exceeding **EGP 40 M annually**, delivering cost savings without reducing benefits.

➤ **Solid Constructions- (October)**

Title: Senior Specialist (Compensation & Benefits)

Dates: April 2018 till October 2020.

As part of my HR responsibilities, I manage various payroll and personnel functions, ensuring accuracy and compliance across several areas:

- **Monthly Effects:** Prepare and analyze reports related to employee attendance, vacations, absenteeism, delays, early leave, and overtime. Ensure accurate calculation and reflection of these factors in the payroll system.
- **Payroll Management:** Update salary data in the payroll system, process payroll, and transfer salaries to employees' bank accounts in a timely manner.
- **Private Medical Insurance:** Negotiate annual agreements between the company and healthcare providers. Manage employee enrollments, cancellations, and suspensions in the medical insurance program.
- **Hiring Documents:** Oversee the completion of all hiring documentation for new employees. Ensure proper entry into the database, issue employee IDs, and set up fingerprint access.
- **Social Insurance:** Manage employee social insurance requirements, including additions (Form 1), cancellations (Form 6), annual increases (Form 2), and medical insurance enrollments (Form 111). Ensure compliance with labor laws and regulations.
- **Mobile Policy Management:** Develop and implement the company's mobile policy. Act as the company's liaison with the mobile provider (Orange), handling activation, cancellation, and suspension of mobile services for employees.

➤ **Universal Group for Home Appliance – (October)**

Title: Senior Specialist (Human Resource)

Dates: April 2015 till April 2018.

As an HR professional, my responsibilities encompass a range of tasks aimed at managing and supporting the workforce effectively

- **Monthly Payroll Effects:** Calculate and compile monthly effects including attendance, vacations, absenteeism, delays, early leave, and overtime. Send detailed reports to the payroll team for accurate salary transfers.
- **HR Business Partner:** Act as the HR business partner for the plastic sector, managing HR functions for approximately 350 employees.

- **Private Medical Insurance Management:** Oversee all aspects of private medical insurance for the factory's 1,100 employees. Duties include issuing medical cards, adding and canceling members, handling approvals, and processing refunds.
- **Contract Administration:** Issue new contracts, ensure all required documents are complete, and handle contract renewals.
- **Onboarding and Documentation:** Manage the onboarding process for new hires, including the completion and verification of all hiring documents.
- **Policy Communication:** Explain and clarify Human Resources policies, procedures, and standards to new and existing employees.
- **HR System Management:** Update the HR system with new employee data and deactivate records for resigned employees to ensure accuracy and completeness.
- **Disciplinary Matters:** Investigate and address disciplinary issues, ensuring fair and consistent resolution.
- **High-Volume Recruitment:** Contributed to a project involving the recruitment of 250 blue-collar workers within a month, demonstrating strong capabilities in high-volume hiring.

➤ **Osteotest Radiology Center – (El-Mohandsen)**

Title: Specialist (Human Resource)

Dates: January 2013 till March 2015

- Drafted HR policies on attendance, recruitment, and mobile use.
- Managed recruitment cycle, including CV screening and onboarding new hires.
- Acted as main contact point for HR inquiries, improving employee satisfaction.

➤ **Teleperformance – (Shoubra)**

Title: Customer Service

Dates: From April 2011 till September 2012

- Customer service representative for Vodafone Egypt (888 Calls & Data Validation)

Education and Certification:

- MBA – Human Resource Management | AAST (In Progress, since Nov 2023)
- Postgraduate Diploma – HR Management | AUC, 2014
- Graduate Resource Program | FGF / AMIDEAST, 2011
- B. Commerce (Accounting) | Ain Shams University, 2010

Language:

- Mother Language: Arabic
- Second Language: English (listen: very good writing: very good -Spoken- very good).

Personal Information:

Date of birth:	16/3/1989
Marital status:	Married
Nationality:	Egyptian

*Best Regards
Ahmed Badr*