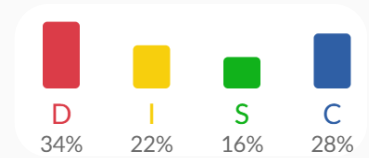


# Ahmed Yakout

B : 2-9-1993

Head HR Business Partner

Disc Type –



## CONTACT

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Portfolio: <https://www.linkedin.com/in/ahmed-yakot/>

## PROFESSIONAL EXPERIENCE

El-Zenouki Group | 10-2024-Present

Head HR Business Partner

### HR Data Analysis

- Analyzed talent acquisition trends, rejection reasons, and recruitment source effectiveness.
- Conducted exit interviews and calculated turnover rates with root cause analysis.
- Assessed annual and sick leave rates and contributed to leave policy development.
- Analyzed monthly payroll and evaluated cost distribution across departments.

### New Hires & Onboarding

- Coordinated new hire placements and prepared essential tools and resources.
- Delivered onboarding presentations covering company history, mission, and policies.
- Sent welcome emails and arranged site tours for new employees.
- Monitored probation performance and conducted evaluation assessments.

### Organizational Structure & Job Design

- Supported organizational structure analysis and strategic alignment.
- Updated organizational charts and job descriptions across departments.
- Participated in job evaluation and classification processes.

### Change Management

- Participated in executing organizational change initiatives.
- Supported teams in adapting to structural and administrative changes.
- Developed and implemented communication and orientation plans.

### Performance Analysis & Improvement

- Collected and analyzed employee performance and productivity data.
- Presented management insights and collaborated on improvement plans.
- Designed performance management criteria and evaluation frameworks.

### Workplace Culture & Engagement

- Supported culture-building initiatives and employee engagement programs.
- Planned official celebrations and conducted satisfaction surveys.
- Analyzed feedback and recommended actionable improvements.

### HR Policies & Compliance

- Updated HR policies and procedures in line with best practices.
- Measured policy effectiveness and monitored compliance across departments.
- Implemented SOPs for all HR functions.

### Training & Development

- Conducted job analysis and identified training needs.
- Designed and monitored employee development programs.
- Evaluated training effectiveness and aligned with organizational goals.

### Strategic HR Planning

- Conducted workload analysis and manpower planning.
- Developed competency frameworks and career pathway programs.
- Implemented succession planning and leadership development strategies.
- Build a balanced scorecard and avoid common mistakes in strategy mapping.
- Identify the stages of performance management and their alignment with organizational strategy.
- Contributed to the development of the organizational salary structure, ensuring internal equity and market competitiveness.

## ROYAL GAS | 8-2024-10-2024

### Senior OD Specialist

#### HR Data Analysis

- Analyzed talent acquisition trends, rejection reasons, and recruitment source effectiveness.
- Conducted exit interviews and calculated turnover rates with root cause analysis.
- Assessed annual and sick leave rates and contributed to leave policy development.
- Analyzed monthly payroll and evaluated cost distribution across departments.

#### New Hires & Onboarding

- Coordinated new hire placements and prepared essential tools and resources.
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- Participated in job evaluation and classification processes.

#### Change Management

- Participated in executing organizational change initiatives.
- Supported teams in adapting to structural and administrative changes.
- Developed and implemented communication and orientation plans.

#### HR Policies & Compliance

- Updated HR policies and procedures in line with best practices.
  - Measured policy effectiveness and monitored compliance across departments.
  - Implemented SOPs for all HR functions.
- 

## AMAN GROUP ( Ministry of the Interior ) | 6-2023- 8-2024

### Senior OD Specialist

#### HR Data Analysis

- Analyzed talent acquisition trends, rejection reasons, and recruitment source effectiveness.
- Conducted exit interviews and calculated turnover rates with root cause analysis.
- Assessed annual and sick leave rates and contributed to leave policy development.
- Analyzed monthly payroll and evaluated cost distribution across departments.

#### New Hires & Onboarding

- Coordinated new hire placements and prepared essential tools and resources.
- Delivered onboarding presentations covering company history, mission, and policies.
- Sent welcome emails and arranged site tours for new employees.
- Monitored probation performance and conducted evaluation assessments.

#### Organizational Structure & Job Design

- Supported organizational structure analysis and strategic alignment.
- Updated organizational charts and job descriptions across departments.
- Participated in job evaluation and classification processes.

#### Performance Analysis & Improvement

- Collected and analyzed employee performance and productivity data.
- Presented management insights and collaborated on improvement plans.
- Designed performance management criteria and evaluation frameworks.

#### HR Policies & Compliance

- Updated HR policies and procedures in line with best practices.
- Measured policy effectiveness and monitored compliance across departments.
- Implemented SOPs for all HR functions.

**PROFESSIONAL  
EXPERIENCE**

**Al-Nasr Group Contractors | 4-2022 - 6-2023**

**Senior OD Specialist**

- Led HR data analysis: turnover, payroll cost distribution, and leave policy development.
  - Designed job descriptions, org charts, and job evaluation frameworks.
  - Implemented performance management systems and KPIs aligned with strategy.
  - Developed succession planning, competency frameworks, and salary structures.
  - Enhanced employee engagement through culture-building initiatives and surveys
  - Developed salary structures ensuring equity and competitiveness.
  - Conducted workforce planning and manpower analysis.
  - Implemented SOPs across HR functions.
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**BLOOMS GROUP ( iPhone Distribution Agent ) | 10-2021 - 4-2022**

**Senior OD & Recruitment Specialist**

- HR Data Analysis
  - Organizational Structure & Job Design
  - HR Policies & Compliance
  - Managed full-cycle recruitment and onboarding.
  - Represented the company at employment fairs.
  - Conducted job analysis and training needs assessment.
- 

**RIADCO Office & Home Furnishings**

**Manufacturing Office and home furniture | 1-2020 - 10-2021**

**OD Specialist**

- HR Data Analysis
  - Organizational Structure & Job Design
  - HR Policies & Compliance
  - Managed full-cycle recruitment and onboarding.
  - Represented the company at employment fairs.
  - Conducted job analysis and training needs assessment.
- 

**SE wiring system in Egypt (Sumitomo Electric)**

**Manufacturing (electric harnesses for cars) | 1-2017-12-2019**

**Recruitment Specialist**

**Recruitment & Onboarding Responsibilities**

- Sourced and screened CVs from internal databases and external platforms to match job requirements.
- Conducted phone interviews with shortlisted candidates to assess initial fit and readiness.
- Scheduled candidates for assessments and administered testing procedures efficiently.
- Coordinated and organized interviews with relevant departments and hiring managers.
- Maintained accurate and complete documentation for all recruitment activities.
- Represented the company at employment fairs to attract qualified talent.
- Delivered onboarding sessions and introduced new hires to company departments and culture.

## EDUCATION

### Bachelor of Physical Education – Helwan University (2015)

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## CERTIFICATES

#### H .R. M Diploma | 05/2017 – 09/2017

Ministry of Defense Information Systems Institute

#### H .R. M Advanced Diploma | 03/2019 – 09/2019

Canadian Chamber of Commerce Institute for 128 hrs.

#### Skills Bank | 01/2025 – 29/2025

- Building Bridges (12 hours)
- Time Management (6 hours)
- Unlock Team's Synergy (12 hours)
- Accountability (12 hours)

#### Performance Management System, Diploma | 9/2025–10/2025

ESLSCA University | Heliopolis

- Define the purpose and benefits of performance management
  - Identify the stages of performance management and their alignment with organizational strategy.
  - Define Critical Success Factors (CSFs) and develop actionable Key Performance Indicators (KPIs).
  - Discuss the difference between KPIs and OKRs and how to use them effectively.
  - Develop and implement a competency framework for role-specific performance evaluation.
  - Build a balanced scorecard and avoid common mistakes in strategy mapping.
  - Explore and apply various performance management methods (e.g., 360-degree feedback).
  - Could you identify the best practices in performance management processes, focusing on continuous improvement?
  - Conduct a Training Needs Analysis (TNA) to identify gaps in employee performance
  - Recognize and manage underperformance through effective coaching techniques and continuous improvement policies
  - Implement effective performance appraisal methods and ensure unbiased evaluations.
  - Conduct performance appraisal meetings and communicate outcomes constructively
  - Utilize talent development frameworks and the 9-Box Grid for talent management.
  - Formulate succession planning strategies for long-term organizational sustainability.
  - Leverage mentorship for employee development and organizational growth.
  - Could you explain how AI can enhance performance management and provide unbiased evaluations?
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## SKILLS

- HR Analytics & Dashboards
- Workforce Planning & Manpower Analysis
- Performance Management Systems
- KPIs & Balanced Scorecard
- Succession Planning & 9-Box
- Compensation & Job Evaluation
- Egyptian Labor Law
- Power BI & Visio (keep)
- HR Policies & SOPs