

Wael Ahmed Fattouh

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Career Objectives:

Experienced HR professional in different sectors with more than 23 years of solid hand on experience in Human Capital Management (Recruitment – Organizational Development - Performance Management –Training - Compensation & Benefits – Payroll –Personnel – Labor Law – Social Insurance)

Can work with huge headcount

Work Experience:

Human Resources Director at HORIZON for Food Industries

Jan 2023 – Current

- Formulate, Evaluate, and Develop HR strategies and objectives align with company strategies
- Manage long term workforce planning in line with the productivity and efficiency parameters
- Conduct job evaluation and formulate grading system (Salary scale) to ensure internal and external equity and maintain pay plan and benefits program
- Set Performance Management system (MBO for managerial and executive bands – KPIs for staff band)
- Prepare annual Budget and annual increment according to Performance appraisal
- Monitor the compensation and rewarding system and analyze the monthly Payroll calculations
- Manage personnel Management to ensure a compliance with the labor law regulations

Achievements

- Conduct job analyses (Job description – Job Specifications – KPIs)
- ERP implementation
- 0% vacancies in company structure
- Prepare Policies and Procedures Manual – with KPMG
- Set Performance Management system (MBO for managerial and executive bands – KPIs for staff band)
- Formulate grading system (Salary scale)
- Restructure HR Sector (new structure separate HR Sector from Admin Sector)
- Participation in the company obtaining ISO 9001 and ISO 22000 certificates
- Create new employment contract form and and all HR forms

Human Resources Manager at MILKY'S for Dairy Production (Farm-Plant –Sales)

MILKY'S
ESTABLISHED 1984

Aug 2021 – Dec2022

- Formulate, Evaluate, and Develop HR strategies and objectives align with company strategies
- Manage long term workforce planning in line with the productivity and efficiency parameters
- Conduct job evaluation and formulate grading system (Salary scale) to ensure internal and external equity and maintain pay plan and benefits program
- Set Performance Management system
- Prepare annual Budget and annual increment according to Performance appraisal

- Monitor the compensation and rewarding system and analyze the monthly Payroll calculations
- Manage personnel Management to ensure a compliance with the labor law regulations

Achievements

- Reduce turnover ratio from 26% to 3%
- Hire directors and restructure MILKYS departments
- Set Performance Management system with KPIs
- Formulate grading system (Salary scale)
- Build HR Team

Human Resources Manager at MOTHOL (KEDEN Group)



شركة كدن العالمية

Aug 2020 – Jul 2021

- Formulate, Evaluate, and Develop HR strategies and objectives align with company strategies
- Formulate policies, procedures
- Manage the Organization Design and restructuring according to actual needs
- Plan and manage the recruitment process and life-cycle, including initial assessments, interviews, and offers (Egypt & KSA)
- Conduct job evaluation and formulate grading system (Salary scale) to ensure internal and external equity and maintain pay plan and benefits program
- Monitor the compensation and rewarding system and analyze the monthly Payroll calculations align with KSA Labor law
- Conduct Exit interview to determine the reasons for resignations and calculate turnover ratio in order to reduce turnover
- Manage personnel Management & legal affairs to ensure a compliance with the labor law regulations

Achievements

- Restructure MOTHOL Departments in Egypt
- Supported business manpower plan and made deals with agencies in India, Pakistan and Bangladesh in order to hiring staff in REFON Factory for garment.
- Conducted a good deal with SMASCO to support hiring CAFFEBENE staff

HR Section Head at Baalbaki Egypt for Chemical Industries



Jan 2015 – Jul 2020

- Formulate, Evaluate, and Develop HR strategies and objectives align with company strategies
- Formulate policies, procedures
- Manage the Organization Design and restructuring according to actual needs
- Manage long term workforce planning in line with the productivity and efficiency parameters
- Plan and manage the recruitment process and life-cycle, including initial assessments, interviews, and offers
- Develop a pool of qualified candidates in advance of need.
- Formulate and manage training plan according to company needs (TNA)

- Manage personnel Management & legal affairs to ensure a compliance with the labor law regulations
- Monitor the compensation and rewarding system and analyze the monthly Payroll calculations
- Develop and monitor the Performance Management system
- Conduct job evaluation and formulate grading system (Salary scale) to ensure internal and external equity and maintain pay plan and benefits program

Achievements

- I created HR Department at Baalbaki from scratch

Senior HR Specialist at Arabian Food Industries (Domty)



Dec 2008 - Dec 2014

- Supervise, support and lead operation team in period from May 2013 till Dec 2014
- Supervise, support and lead recruitment team in period from Dec 2010 till Apr 2013
- Supervise, support and lead operation team in period from Dec 2008 till Nov 2010

Achievements

- Participate in ORECAL Implementation in 2009-2010
- Lead Recruitment team in implement massive manpower plan when we hired juice factory in 2013

Personnel Manager at Total For the garment industry

Jun 2008 - Nov 2008

- Manage and develop all personnel functions (hiring – filing -social insurance – Medical care -Labor relations align with labor law -prepare attendance reports and calculate payroll)
- Maintain process and formulate new policies

Personnel Manager at Misr Co. for Industrial investment

Jun 2005 to Jul 2008

- Attract, recruit and Hire employees and staff for new plant
- Manage and develop all personnel functions (hiring – filing -social insurance – Medical care -Labor relations align with labor law -prepare attendance reports and calculate payroll)

Achievements

- Hire 315 technicians for 3 production lines

Personnel Specialist at Misr Co. for Industrial investment

Feb 2003 to May 2005

- Implement HR and personnel process and procedures

Education

Faculty of Law, Cairo University 2002

Certificates & Courses:

- **MBA from The Arab Academy for Management, Banking and Financial Sciences (AAMBFS) 2026**
- **HR Diploma from American University in Cairo**
- **Strategic Management AUC 2018**
- **Effective communication AUC 2017, 2018**

Language Skills

English: Good at written, reading and spoken

Interpersonal Skills

- Good Knowledge of Labor Law
- Good Knowledge of Social Insurance Law
- Good Knowledge of Income Tax Law
- Problem solving and Decision making
- Capable of working with Huge Headcount
- Strategic thinking – Presentation - Negotiation - Planning – Leadership – Initiative – Initiative - Time management

Training Experience

I have more than 6 Years of experience as HR instructor in Recruitment, Performance Management, and Labor law, Payroll and Compensation and Benefits in the following Academies:

- CITD (Canadian Institute for Training and Development)
- Grand Academy
- Ebdaa3 Academy

Personal Information

Date of Birth	21 st of October 1977
Marital Status:	Married
Military Status:	Fully Exempted