

Innovative HR Manager with an extensive 18-year record of accomplishment providing comprehensive, progressive HR expertise for Food industries & real-estate development companies. *Areas of Expertise include:*

- Recruitment & On-Boarding
- Training & Development
- Performance Management
- Human Capital
- Salary Structure & Rewards
- HRIS (SAP, Success factor)
- Strategic Business Initiatives
- Implementation & Development
- Conflict Resolution

## Professional Experience

### Al Monairy for Corn Products

- Feb.2023 to present

Supported the company's goals pertaining to Human Capital Performance by planning, directing, and implementing strategy for HR & Administration management and development through the integration of HR policies and systems to optimize the competencies, commitment, and abilities of the organization's employees. Directed all HR functions including recruitment & selection, policies/practices, discipline, grievance, counseling, pay and conditions, contracts, training & development, succession planning, morale and motivation, culture and attitudinal development, performance appraisals, and quality management issues.

#### Responsibility:

- Develop and implement HR strategies aligned with company goals and production plans
- Support organizational restructuring and workforce planning for shifts, lines, and seasonal demand
- Manage recruitment for factory, technical, quality, supply chain, and administrative roles
- Coordinate manpower planning based on production volume and capacity
- Design and manage performance appraisal systems (KPIs, competency-based evaluation)
- Support managers in objective performance reviews and feedback
- Link performance results to merit increases, promotions, and development plans
- Identify training needs related to food safety, GMP, hygiene, leadership, and technical skills
- Coordinate internal and external training programs
- Support succession planning and leadership development
- Develop and administer salary structures, incentives, overtime, and shift allowances
- Conduct salary benchmarking within the food and manufacturing sector
- Ensure compliance with labor laws, social insurance, and internal policies
- Handle employee grievances, disciplinary actions, and investigations
- Support compliance with HSE, GMP, and hygiene standards
- Collaborate with Quality and HSE teams to promote a safe working environment

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- Ensure HR policies align with food industry audits and certifications (ISO, BRC, FSSC)
- Track and analyze HR KPIs (turnover, absenteeism, productivity, training hours)

**Position: Group HR Manager Seldar Group for Real-estate & Construction Sep.2021: Feb.2024**

- Develop and monitor overall HR strategies, systems, tactics and procedures across the organization.
- Maintains a pay plan by conducting periodic pay surveys; scheduling and conducting job evaluations; preparing pay budgets; monitoring and scheduling individual pay actions; recommending, planning, and implementing pay structure revisions
- Improving working environment by implementing employees satisfaction barometers, suggesting appropriate events to strengthen sense of belonging, managing employees relations and empowering a strong leadership culture
- Maintains the organization structure by updating job requirements and job descriptions for all positions
- Establish manpower plan and the budget and compare it with current situation
- Continuously communicate with, and other government agencies to ensure building positive relations and network
- Developing, revising, and recommending personnel policies and procedures
- Managing the recruitment and selection process for all position to fulfilment the need
- Maintain up-to-date information in HRIS
- Monitors the quality of medical services, monitors the implementation of the regulations governing them
- Ensure legal compliance throughout human resource management.
- Conduct performance appraisal methodology in company and make recommendation for best assessments

**Position: HR Manager Misr El Hegaz Group Plastic Pipe Manufacturing Feb.2020: Aug.2021**

- Develop and implement HR strategies and initiatives aligned with the overall business objectives and sustainability mission.
- Oversee the full spectrum of human resources functions, including talent acquisition, onboarding, employee relations, performance management, and compliance.
- Lead workforce planning and organizational development to support company growth and operational excellence.
- Manage employee engagement programs to foster a positive, inclusive, and high-performance culture.
- Ensure compliance with labor laws, company policies, and industry regulations.
- Advise and coach managers and employees on HR policies, procedures, and best practices.
- Drive talent management initiatives, including succession planning, learning and development, and leadership development.
- Oversee compensation and benefits administration to ensure market competitiveness and internal equity.
- Handle complex employee relations issues, investigations, and conflict resolution with professionalism and discretion.
- Analyze HR metrics and trends to inform decision-making and continuous improvement.

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**Position: HR Manager Abu Nayyan (Citiscap – Sauditumpane) Construction & Infra KSA Jun.2015: Feb.2020**

- Directs and monitors the conduct of performance appraisal as per set schedules, provides technical guidance to appraisers, oversees proper documentation and timely decision making of related decisions
- Apply Mercer Methodology for compensation philosophy and structure for the company using market trends and data, implements reward and recognition programmes including bonuses and increments
- Responsible for HR Operations activities in the following areas: payroll and benefits management, tools & data administration, staffing and on boarding services (visa, immigration etc), workforce changes and off boarding services, document management and query management.
- Selecting and negotiating with health medical insurance agencies to get the best deals,
- Identify areas of process improvement to drive efficiency and implement changes and enhancements to HR Operations process.
- Maintains the organization structure by updating job requirements and job descriptions for all positions
- Inform current and prospective employees, about Organization's policies, job duties, working conditions, wages, benefits and growth prospects.
- Seek clarifications from the Director Human resources regarding interpretation of policies.
- Develop and oversee the implementation of the organization's Recruitment policy & procedures.
- Establish Manpower Planning, job scope, strategy about recruitment source & process
- Supervise the process of placing advertisements for all internal and external vacancies.
- Negotiate contracts with external advertising agencies and recruitment consultants to secure the most favorable terms for the organization.
- Coordinate and manage recruitment, screen and interview applicants and appoint staff in consultation with the line managers.
- Ensure HR Data integrity through accurate management of employee personal records, employment data changes and record keeping.
- Maintain up-to-date information in HRIS (SAP)

**Position: HR Section Head DMG (Mountain view) Real- estate & Construction March 2013: June.2015**

**Position: HR Section Head Contact Group Manufacturing Feb 2010: March.2013**

**Position: OD Sr. Specialist Kandil Steel Manufacturing March 2006: Sep.2009**

**Position: Recruitment Specialist El Maaly Egypt Recruitment Agency Sep 2004: Feb.2006**

**Position: Call Center Agent Vodafone Communication Company Jan 2003: August.2004**

## Education:

**Master Business Administration, Eslca University 2023**

**Job Evaluation & Grade Hay Methodology 2017**

**Certified Compensation & Benefits Practitioner 2011**

**Mini MBA Human Resources Management, Knowledge Academy 2011**

**Human Resources Diploma, American University 2008**

**B.ch of Commerce English Section 2002**

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## Courses and Activities& research

- -First Time Manager, Knowledge Academy
- -Compensation & Benefits Workshop, Business Academy
- -How to change your attitude, IMI
- -work shop com & Ben ,assistant
- -How to build a professional & credible Image, Dale Carnegie
- -How to write job description, Energya Cables
- -Recruitment & Selection Techniques, Energya Cables
- -Internet Recruiting
- -Importance of interview skills
- -Contribution in Developing & implementing the employee satisfaction survey  
Coaching fundamentals

## Skills:

Computer Skills:

**Microsoft Office**

**Hitz**

**SAP**

## Language Skills:

Very good command of English (First Language) & Arabic (Mother Tongue)

