

# AHMED FOUAD AHMED

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## SUMMARY

Human Resources professional with over 12 years of experience in various industries. My relevant experience allowed me to gain expertise in areas such as Problem Solving, Strategic Vision and Mindset, Seeing the big picture with ability to have hands-on and spot the details, Strengthening my listening skills, Customer service skills, Connecting the dots, Success of an engagement & orchestrating the organization goal, Quick learner fast at absorbing new ideas and adapting to changing scenarios, Ability to work independently as well as a team member and expertly oversee operations through leadership skills.

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## EXPERIENCE

**Regional HR Business Partner, 07/2023 - 01/2026**

**ELSEWEDY ELECTRIC T&D, UAE, KSA**

- Managing the day-to-day operations of HR for GCC region and ensure that work processes are implemented as designed and comply with established policies, processes and procedures.

**Senior HR Business Partner, 04/2020 - 06/2023**

**SIAC Construction - Cairo, Riyadh**

- Conducts weekly meetings with respective business area and carry out communication policies to establish a proper flow of information at all levels of the organization.
- Analyzes trends and metrics in partnership with the HR functions to develop solutions, program and policies.
- Manages and resolves complex employee relations issues, conducts effective, thorough and objective investigations.
- Used outstanding communication and relationship-building abilities to manage large numbers of high-profile stakeholders.
- Aligned and mapped associates to relevant jobs and ranks for optimized workforce efficiency.
- Manage HR issues as part of mobilizing into new locations for projects.
- Developed HR strategies and initiatives, aligning with overall business strategy.
- Created succession plans and promotion paths for staff, promoting retention and leadership continuity.
- Directed operational and administrative procedures to keep organization in compliance with rules, regulations and internal policies.
- Devised employee relations initiatives and morale-building strategies to maintain high job satisfaction among workers.

## CONTACT

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## SKILLS

- Excellent knowledge of MS Office: Word, Excel, PowerPoint & Outlook
- Team building skills –
- Problem solving skills
- Basic counseling skills and negotiations skills
- Effective verbal and listening communications skills - Stress managements
- Interviewing and time management skills.

- Negotiated employee wages based on employment level, qualifications and history.
- Supported senior leadership by capturing big picture data for project status updates, benefits analysis and corrective action planning.
- Maintains in-depth knowledge of legal requirements related to day-to-day management of employees, reducing legal risks and ensuring regulatory compliance, partners with legal department as needed/required.
- Reflect approved HC on organization charts and submit updated Organization charts regularly.
- Responsible for the recruitment of all Functions; cover and fill all vacant positions within approved Budget /Manning Schedule.
- Conduct relevant tests and Competency Based Structured interviews needed to qualify candidates.
- Conduct the exit interviews meeting, analyze the reason of resignation and take on retaining procedures.
- Participates in evaluation and monitoring of training programs to ensure success.
- Assure that Performance Appraisals are communicated, distributed and gathered as per scheduled timeline.
- Reviews performance management submissions for procedural compliance and effectiveness.

#### **Talent Acquisition Section Head, 01/2019 - 03/2020**

##### **SIAC Construction - Cairo, Egypt**

- Receive vacancies requests (RRF) and perform the search in accordance with the required qualifications and job descriptions.
- Develop a sustainable talent acquisition and hiring plans and strategies.
- Design, plan and execute employer branding activities.
- Manage the recruitment process including initial assessments, interviews (CBI), and job offers.
- Responsible for Headcount, turnover analysis in monthly basis report in additional.
- Plan procedures for improving the candidate experience.
- Lead, oversee and supervise members of the recruiting team.
- Responsible for Handling and managing all recruitment events and exhibitions & representing the company at job fairs, Recruiting events and open houses.
- Giving assistance in preparing annual manpower plane.
- Develop and review job descriptions and ensure they accurately describe job purpose, scope of responsibility and job prerequisites.
- Follow up evaluation forms for the new employees for the probation period.

#### **HR Business Partner, 04/2014 - 12/2018**

##### **Future Insurance Brokerage, - Giza, Egypt**

- Improving and monitoring employee productivity.
- Managing staff wellness initiatives.
- Improving relations between staff and employers.

- Evaluating staffing needs.
- Overseeing recruitment efforts.
- Managing and allocating HR funds.
- Engaging with heads of department.
- Developing the HR agenda.
- Work closely with management and employees to improve work relationships, build morale and increase productivity and retention.
- Acting as a local point of people expertise for specialist teams that are implementing best practice.
- Supported senior leadership by capturing big picture data for project status updates, benefits analysis and corrective action planning.
- Tracked HR programs closely to assess result and make proactive changes to meet changing demands.

**HR Specialist, 12/2012 - 02/2014**

**Dare'n'Deal - Cairo, Egypt**

- Supported management in strategizing and delivering ongoing improvements across HR processes.
- Supported performance management analysis, building reliable cases for follow-up.
- Maintained comprehensive working knowledge of HR policies and legislation, ensuring faultless compliance standards.
- Managed day-to-day HR employment processes, including contracts, on-boarding, off-boarding and screening.
- Processed and distributed correspondence within required time frames for optimal HR communications.
- Schedule or conduct new employee orientations.
- Closely analyses sickness absence data, enabling reliable documentation for staff interventions.
- Represented organization at job fairs to bring in local talent for long-term and seasonal positions.
- Organized staff development training based on team gaps and requirements.

**Recruitment Specialist, 12/2011 - 12/2012**

**Etisal international - Cairo, Egypt**

- Schedule face-to-face interviews and act as liaison between the Company and the candidate.
- Take ownership of following the recruiting process for high priority openings. Perform searches for qualified candidates according to relevant job criteria, using databases, internet recruiting resources, recruitment Websites, and employee referrals.
- Conduct regular follow up with the line managers to determine the effectiveness of recruiting plans and implementation.
- Manage the first interview and selection of candidates to fill vacant positions according to manpower forecasting plan.
- Informing the accepted with their start date.
- Send the full data of the newly hired employees to the Personnel Department to take the necessary related action.

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## EDUCATION

Bachelor of Business Administration, 2013

Sadat Academy for Management Science

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## CERTIFICATIONS

- CBI- Competency based interview certified
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## LANGUAGES

**Arabic:** First Language

**English:** C2

Proficient