

# Ahmed AbdelDayem

PHRi Certified | HR Business Partner

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## PROFESSIONAL PROFILE

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PHRi-certified HR Business Partner with +8 years of progressive experience driving talent acquisition, workforce planning, performance management, and organizational development across Commercial, E-Commerce, and Manufacturing sectors. Proven track record of partnering with leadership to build high-performing teams, reduce time-to-hire while improving quality of hire, enhance employee engagement, and leverage advanced HR analytics to implement data-driven HR solutions aligned with business strategy.

## CORE COMPETENCIES

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- HR Business Partnering
- Talent Acquisition & Workforce Planning
- Performance & Talent Management
- Compensation & Benefits
- Organizational Development
- Competency Modeling
- Succession Planning
- Employee Engagement
- Training Needs Analysis (TNA)
- HR Analytics & Dashboarding
- HRIS Implementation

## WORK EXPERIENCE

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### Commercial HR Business Partner

EGIC – Egyptian German Industrial Corporate  
El Manial, Cairo

Headcount: +3,500 employees

Key Accountability: 2,000 employees (In-house & Outsourced) across Greater Cairo, Delta & Upper Egypt

Dec 2022 – Present

Wholesale Building Materials

- **Workforce Planning & Recruitment:** Redesigned commercial hiring strategies and automated recruitment processes, optimizing the hiring SLA to 15 days and increasing selection efficiency by 30%. Developed and managed manpower plans aligned with business objectives.
- **Competency Framework:** Designed and implemented a tailored competency model for the commercial sector, integrated into the annual development process to enhance employee capabilities across all levels and roles.
- **Employee Engagement:** Developed and launched the “InTouch” engagement initiative, impacting 648 employees through structured feedback sessions, personalized development plans, and regular engagement reviews, while monitoring employee satisfaction and supporting continuous improvement initiatives to enhance EVP.
- **Performance Management:** Led the full Performance Management cycle, including smart objectives (OBJs) setup, calibration, and evaluation, ensuring bell curve calibration, and led business reviews to monitor operational targets.
- **Learning & Development:** Conducted annual TNA meetings, categorizing needs into Technical, Behavioral, and Leadership tracks, resulting in an average of 7,500 learning hours per year.
- **Career Development:** Designed and implemented a career paths framework based on tenure analysis per title, business operational needs, and hiring challenges, resulting in an annual average of 270 employee promotions.
- **Succession Planning:** Supported critical position identification and potential successor mapping as part of the annual talent review cycle.
- **HR Analytics:** Introduced dashboarding tools (Power BI / Google Data Studio) to improve data-driven decision-making and information flow between HR and commercial teams.
- **Turnover Management:** Designed and maintained an ongoing turnover analysis framework, defining exit reasons and root causes with corrective action plans.
- **Organization Development:** Led organizational structure and job description reviews and updates to enhance workload distribution, workforce efficiency, reporting alignment, and overall organizational effectiveness

## Supply Chain HR Business Partner

Capiter

Maadi, Cairo / New Giza, Giza

Headcount: +1,000 employees

Key Accountability: 950 employees across 7 Warehouses, 11 Cities (Greater Cairo, Delta & Canal)

Nov 2021 – Dec 2022

E-Commerce

- **Team Leadership:** Led a team of 6 HR Operations Specialists supporting all Egypt operations across Greater Cairo, Delta, and Canal regions.
- **Workforce & Headcount Management:** Managed a total headcount of 950 employees across in-house and outsourced models within the Supply Chain function, operating 7 warehouses across 11 cities.
- **Workforce Planning & Recruitment Strategy:** Developed workforce planning models and proactive sourcing strategies to align hiring needs with business objectives, improving quality of hire while reducing time-to-hire, time-to-fill, and attrition rates.
- **Senior & Volume Hiring:** Recruited 70% of the Supply Chain senior management team and successfully executed large-scale hiring for regional expansion, including launching warehouses in 10th of Ramadan and Mansoura with aggressive time-to-fill targets.
- **Rapid Expansion Delivery:** Led full recruitment execution for new warehouse launches; hired 45 in-house employees in 8–10 days and 236 outsourced employees across both expansions with optimized hiring cycles.
- **Competency Framework Design:** Designed a standardized competency dictionary and assessment framework aligned with organizational objectives to improve selection accuracy and hiring decisions.
- **Organization Design & HR Processes:** Developed organizational structures, job descriptions, and HR process documentation, including the Recruitment Approval Process, to enhance operational efficiency and governance.
- **Performance & Talent Management:** Managed full OKRs lifecycle including setup, communication, and performance evaluation, while supporting quarterly salary reviews based on performance and business needs.
- **HR Systems Implementation:** Supported implementation of PayNas and Darwinbox systems to enhance HR process automation and data integrity.
- **Graduate & Future Talent Programs:** Contributed to launching and managing the "Capiter Future Thrivers" graduate development program to build future talent pipelines.
- **Employee Relations & Compliance:** Managed strategic employee investigations ensuring full compliance with Egyptian Labour Law and internal company policies.

## Talent Acquisition & OD Specialist

Simplex CNC

Nasr City / Marg City, Cairo

Headcount: +500 employees

Oct 2019 – Nov 2021

CNC Manufacturing

- **Talent Acquisition & Workforce Planning:** Led end-to-end talent acquisition activities including workforce planning, sourcing strategies, candidate assessment & selection, stakeholder alignment, offer negotiation, and onboarding processes while ensuring alignment with business needs and hiring KPIs.
- **Recruitment Analytics & Reporting:** Monitored and analyzed recruitment metrics including time-to-hire, time-to-fill, source of hire, and hiring effectiveness to support data-driven recruitment decisions and continuous process improvement.
- **Performance Management:** Supported organizational performance management processes by developing KPIs, appraisal frameworks, and performance standards while monitoring overall appraisal results and providing analytical reports to management.
- **Organization Development & Employee Relations:** Contributed to Organizational Development initiatives through job analysis updates, exit interviews, employee relations support, and continuous coordination between management and employees to enhance workplace effectiveness.

## Human Resources Coordinator

Missions Egypt  
Greek Campus, Cairo

Headcount: 50 employees

Jan 2017 – Mar 2019

Recruitment & Training Outsourcing

- Managed end-to-end recruitment for outsourced roles, including sourcing, screening, and interviewing across multiple client organizations.
- Developed and maintained talent pipelines, reducing time-to-hire and improving placement efficiency.
- Organized and facilitated training programs; monitored effectiveness and gathered feedback for continuous improvement.
- Coordinated employee onboarding and maintained HR records and compliance documentation.

## EDUCATION

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**Bachelor of Accounting – Faculty of Commerce (English Section)**

2015 – 2019

Ain Shams University, Cairo

## CERTIFICATIONS & PROFESSIONAL DEVELOPMENT

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- **PHRI™ – Professional in Human Resources International** | HRCI (Human Resources Certification Institute) - Dec 2024
- **HR Professional Diploma – aPHRI™** | HCC (Human Capital Community) - Apr 2020
- **Personnel & Egyptian Labor Law** | HCC (Human Capital Community) - Feb 2021
- **Guerrilla Hiring – Recruitment** | Udemy - Dec 2019

## TECHNICAL SKILLS

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**Languages:** Arabic (Native), English (Excellent – spoken & written)

**HRIS & Tools:** PayNas, Darwin Box, ClickUp

**Analytics:** Power BI, Google Data Studio

**Productivity:** Microsoft Office Suite (Advanced)

## EXTRACURRICULAR ACTIVITIES

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- **Gor3et Support – Head of HR Committee** (Jan–Jul 2018)  
Designed and executed recruitment and selection plans; built compensation and reward systems.
- **MSB Tech Club – HR Committee Member** (Nov 2017–Mar 2018)  
Set L&D plans, evaluated member performance, and resolved inter-committee issues.
- **Egyptian Women's Assembly – Project Manager** (May–Oct 2016)  
Designed event plans and coordinated organizational activities.