

Ahmed **KERAIDY**

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Summary:

Human Resources Manager who worked in multilateral/national environment in many Industries such as and not limited to Constructions, FMCG, Higher Education, Tele-Communications, Manufacturing...etc. I have very good communication, leadership, career development, organizational behavior, recruitment skills and full awareness of the Human Resources functions in Egypt, Middle East, Africa and the USA

Background:

- Total supervision of all HR functions including Payroll preparation / Personnel management / HR systems / Organization Development / HR policy and Procedures.
- Lead strategic process to determine, review, develop and / or mend the organization mission and strategic direction and ensure that it is distributed and communicated to all employees.
- Talent Management.
- Follow up and manage the KPI's, annual objective setting, performance management system for all departments and ensure it is completed, reviewed and approved according to the policy and procedures.
- Direct and supervise all HR functions including Personnel management, Organization development, HR systems, Policy and procedures implementation, Administration services, Training and development.
- Safeguard the organization design, budgeted headcount, Administration operating expenses, Payroll preparation and the HR MIS, and ensure the coordination of any changes or amendments and report issues to the organization.
- Supervise the compensation and reward management to ensure the effectiveness of annual cost of living data.

- Ensure the implementation of the manpower development plan in coordination with the corporate HR including the training need analysis, training plans, training evaluation, provider selection and talent management.
- Very solid people skills that would lead me to communicate professionally with all levels of employees.
- Set plan of action to implement solutions.
- Can work with a troubleshooting schedule under time limitation pressure.
- Mature personality can work under pressure and have a motivating management style.
- Have the ability to direct staff and set long and short-term plans for each of them.
- Recruitment, staffing and marketing solutions

Work Experience:

For the time being I'm looking forward for a job in the Human Resources field.

• From 19 till now

• RIDESHARE for Distribution and Marketing Solutions USA

Agent for some FMCG products within the CSRA. Providing marketing and merchandising solutions, training, coaching, staffing, third party,.etc.

Title: Owner

• From 18 till now

• RECRUDINE USA

Providing general Recruitment and Staffing services for the Hospitality Industry in the Greater Augusta CSRA area, including temporary placements and onboarding

Title: Owner

- **From June 16 till Nov 17**

- **Keraidy for HR Consultancy and Recruitment**

Providing general Human Resources Consultancy to several entities such as -but not limited to- Banks, Hotels, Hospitals, Factories, Construction Firms in Egypt, ETC

Title: Owner

- **From Nov 10 till May 16**

SIAC Constructions Group

Title: Human Resources Manager and Secretary of Board of Executives.

Headcount exceeding 1,500 employees plus casual labor and third parties.

- **From Oct 09 till October 10**

Abudawood Distribution "P&G Partner"

Title: Country Human Resources Manager, responsible for Egypt and Iraq operations

- **From Aug 06 till March 09**

American University of Nigeria

Title: Director, Human Resources.

AUN is an American-style, private, not-for-profit university in sub-Saharan Africa. Its

mission is to offer a world-class, American style education to students who wish to take advantage of an American, undergraduate curriculum without incurring the expense of spending four or more years in the United States.

- From Sep 00 till Jan 06

ORASCOM Constructions Industries

Title: Human Resources Manager, responsible for Nigeria Projects (2500 employees). Short term engagement.

- From Sep 00 till Jan 06

TE Data S.A.E.

Joint venture between Telecom Egypt, Ahly Bank, Misr Bank and Cairo Bank with a capital of EGP 100 million. **TE Data** is the largest class A ISP in Egypt and the Middle East.

Title: Head of Human Resources & Administration.

- From Jan 99 till Aug 00

AFICO Group of Companies, Talaat Ghabbour Group.

Title: Human Resources & Administration Manager.

- From Sep 97 till Dec 98

GE Power Controls Egypt.

A General Electric Joint Venture located in Nasr City Public Free Zone.

Title: HR & Administration.

- From Feb 93 till Aug 97

Egyptian German Telecommunication Industries (EGTI)

a **SIEMENS** joint venture which produces EWSD **SIEMENS** digital exchanges with average sales of L.E. 350 million annually, located in 6th October city.

Title: Accountant.

Education:

- B.Sc. Business Administration, 1992 Faculty of Commerce, Ain Shams University.
- The English School in Heliopolis, High school degree obtained from Saudi Arabia.

Courses:

- 1) Access using by ICL.
- 2) Salary's tax by EGARCON.
- 3) Corporate tax by Arthur Andersen Egypt.
- 4) Analysis of financial statements by EGARCON.
- 5) Development of HR by GE.
- 6) Abudawood Coaching School.
- 7) HAY Performance, Job Analysis, Job Evaluation and Job Family Modeling.

Affiliations:

Fellow, Center for Strategic and International Studies, Abshire-Inamory Leadership Academy (Washington DC.).

Computer Skills:

Very good knowledge of all windows applications, MS Excel, MS Word, MS Access, MS Power Point,...etc.

Other Skills:

- Broad minded, ambitious, and have very solid communication, & leadership skills.
- Very solid Customer Service Skills

Languages:

- 1) **Arabic:** Mother tongue.
- 2) **English:** Very good spoken and written.
- 3) **French:** Average