

MARY ESMAT MOURAD HELMY

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OBJECTIVE

A challenging full-time management position, in the field of Human Resources, with an exceptional organization, where I can pursue my career, and apply what I learnt from my education and working experience, in developing an Organizational structure, placing strategies and creating a culture of return on impact as well as the return on investment one within the organization, through managing its most valuable asset; its employees.

WORKING EXPERIENCE

Central Talent Management and Organizational Development Manager **October 2025 till present**

Jade Textile: *is one of the leading companies in Egypt and is part of "Yesim" Group in Turkey. The company was established in 2008 and specializes in the production of yarn, textiles, and ready-made garments of various types.*

Lead central Talent Management and organizational development projects across manufacturing operations for 3 huge manufacturing plants in an emerging market environment, supporting scalable and sustainable people practices, ensuring alignment with global standards and local labor regulations.

Design and implement talent management, and organizational effectiveness initiatives, and workforce capability frameworks aligned with international labor standards, local labor laws, and ethical employment practices abided by labor rights compliance and sustainable workforce models.

Drive change management and HR transformation initiatives, partner closely with HR, compliance, and operations teams to design and implement standardized HR frameworks, support audit readiness, and embed responsible sourcing, fair labor practices, and continuous improvement across sites contributing to a culture of transparency and accountability. Supporting in balancing business performance through fulfilling business needs by employee engagement, and long-term sustainability projects and mind set across multiple sites.

Act as a key contributor to change management, capability building, and cross-functional HR projects, balancing business performance, employee well-being, and long-term sustainability.

People and Culture Consultant **October 2024 till September 2025**

Salama Structural Engineers (SSE): *A professional engineering consulting firm that provide engineering services in several market segments since 1987. With a main specialization in high rises and systemic buildings.*

Working closely with the Egyptian and regional leadership team to shape and develop detailed workforce plans, policies and procedures, insightful regular reports and metrics that introduced new organizational development techniques and to support accurate global talent management transactions while ensuring its alignment with the company's values and goals.

HR Manager **December 2023 till September 2024**

Aman E- Collection: *A reputable private sector company supporting the digitalization process of the governmental services to the citizens, one of Aman group companies.*

Being a strategic key player in planning, developing, implementing and aligning the the HRM Strategies of the company with its overall goals and objective, by ensuring that those HRM Strategies are put into action by leading the HR team and monitoring the day-to-day operations of the department to reach the companies over all objectives.

HR Manager**April 2020 till December 2023****Solera for Energy Solutions:** *A Leading MEP and Solar Energy contractor and one of ElSewedy capital companies.*

Aligning all the initiation and development of the HR policies and procedures with the overall strategic direction of the organization and as per the allocated budget. Throughout all the functions of HR; Organization development projects, talent acquisition, learning and development, benefits, compensation and grading systems, as well as personnel.

Acting as a business acumen by understanding the business and its operations and functions to lead and promote organizational changes and restructure through strong and consistent communication and high ethical practices between all stakeholders (internally and externally) and managing all related conflicts.

Monitored and worked closely with the HR ERP team on the smooth migration of HR modules to Oracle cloud and business suite for; personal use, additions, resignations, payroll, attendance and performance appraisal as well.

HR Business Partner**October 2016 till April 2020****Massoud Steel Group:** *A Leader in Egypt and MEA region in the tinplate industry; cutting-slitting, printing and lacquering, manufacturing bottle caps and easy openers and normal ends of cans.*

Developing organizational restructure; organization charts, initiating new positions, assuring reporting liens and responsibility matrices, identifying key positions, analyzing jobs and its weights. As well as maintaining talent management processes to hire suitable calibers on board and to retain current potentials through training and developing them.

Supported the integration of the administration and operations among the manufacturing plants (3 locations, with 4 companies) through developing processes, procedures, establishing forms with necessary approval cycles, initiating an internal policy with all the necessary business regulations, etc.

Act as a focal point within a matrix organization with two of our companies (Bemasa Egypt and Pelliconi Egypt) with the related activities of the HR function, as well as working on the business day to day activities with the management here in Egypt.

Officer, Talent Management**January 2016 till September 2016****American University in Cairo:** *A leading, independent, American accredited university that offers learning programs to undergraduates, and graduates.*

Collaborated with the Departments and Schools' Heads (Expats and Egyptians) to develop consistent Organizational Charts, updated to ensure that all recruitment and resignation and any other actions of end of work-employee relation, are properly placed for each position, to facilitate the budget monitoring of each department/school.

HR Manager**June 2013 till December 2015****Audio Technology:** *Sole distributor of Bose and JBL in Egypt, also, a leader in the field of light current services and integrated CCTV systems.*

Drafted and designed HR policies and procedures for the company; established organization charts & maintained an organizational structure, staffing levels upon their qualifications, grading system for positions and the salary structure for the company. Managed all issues related to personnel management section and developed personal file for each employee with all necessary and governmental hiring documents and requirements.

HR Generalist**February 2011 till May 2013****St. Fatima Language School – Nasr city (International Division):** *An accredited educational institution for delivering the British and American curriculums that serves students in preschool through secondary.*

Developed the recruitment process for the Egyptian and Expat teachers through published online advertisements, contacting recruitment agencies in Egypt and abroad, arranged phone and face to face interviews for expats with the American and British principals.

HR Specialist**May 2009 till January 2011****MAPSO for Marine Propulsion and Supply:** *Sole agent for HILTI power tools, fasteners and software for construction in Egypt. Also, manufacturers of tug boats, ferries, and floating cranes for the Suez Canal.*

Established Job Descriptions and performance Appraisal template with criteria extracted from the job descriptions. As well as the annual training plan and budget and handle all the logistics related to each training. Develop and implement effective recruiting strategies to support managers in finding the right calibers for the vacancies within the company within a matrix structure.

Training Coordinator & Executive Secretary for Safety Department September 2006 until April 2009

Degremont (Gabal El Asfar, Stage 2, Phase 1) (Site Office): *A French subsidiary of Suez Environment, specialized in the production of drinking water, treatment of sewage and sludge.*

Worked on the accurate delivery of operations to the employees through the trainings delivered, by participating in setting the monthly training plan. Translating, typing and formulating from Arabic to English and Vice Versa the operation training manuals, the safety training manuals, and assessment tests as well as the contracts and official documents related.

In order to enhance safety culture within the plant, an arrangement with the ECDA (Urban Defense Ministry) was made for Fire Fighting Training sessions for all the employees. I also, reported and documented site accidents to avoid the risks leading to them and e hazards rising from them.

Accountant October 2004 – September 2006

East West Travel: *A Reputable Travelling agency.*

EDUCATIONAL REF.

[Career Coach – ICF Intellect]

2023

Certified Career Coach – International Coaching Federation through Intellect Egypt.

[MBA-MsM]

2010 – 2013

Masters of Business Administration - Maastricht School of Management.

Major: Globalization

[DHR-AUC]

2008 - 2010

Human Resources Diploma - AUC Management Center.

[FCIS-ASU]

2000-2004

B.C. of Commerce – English Section (accounting dept.) - Faculty of Commerce.
Ain Shams University.

Grade: Good

[Thanweya Ammal]

1998-2000

St. Clare College

Section: Literature section

Grade: 92.5 %.

TECHNICAL SKILLS

Languages: Excellent command of spoken and written English and Arabic, Fair knowledge of French.

Computer Skills: Good operating knowledge of SAP, Oracle, Workable, Microsoft Word, Excel, PowerPoint and internet applications.

INTERPERSONAL SKILLS

- Being involved; through leading, organizing and delivering, in several charitable activities with youth since 1998 till present, in Egypt, South Africa and Malawi, with several institution of which are famous, Missionaries of Marie Mediatreux, IOFC, Wellspring, Injaz Misr, Belong and Life up.
- Solid presentation skills; where a lot of trainings and courses have been developed and delivered in Egypt, in South Africa and in Malawi. Targeting youth and mid level management work forces.
- Remarkable written and oral communication skills.
- Organizational and Strategic Planning skills.
- Positive and self-motivated.
- Eagerness and willingness to learn.
- Strong and reliable team player and leader.
- Enjoy the hobbies of singing, practicing yoga (ground and Ariel) and kickboxing.

References to be furnished upon request.