

# DYAA OMAR IBRAHIM

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## CAREER SUMMARY

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An energetic, action orientated and straightforward HR Professional with 13+ year's hands-on experience in HR Management in multinational organizations. Leading strategic HR initiatives and HR operations' with exposure across Talent acquisition, Performance management, Learning and development, Compensation and benefits, Employee Engagement, Personnel management, Employee relations.

**My key strengths include:** Business acumen, leadership, analytical and critical thinking, supervisory skills and ability to resolve recurring problems, define goals and developing opportunities, negotiating and exercising good and timely judgments in complex situations. Highly perceptive to changing circumstances and agile in adapting to them. People oriented able to build strong work relationships with stakeholders, coworkers and clients.

## EDUCATION

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- 2004 – 2008 **Bachelor of commerce**, Accounting Department. Cairo University, Grade: Good
- April 2009 **Mini Master of Business Administration, MBA.** Certified from Missouri state university USA & sponsored by IPM (Institute Of Professional Managers)USA

## EXPERIENCE

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Aug. 2023 until Now **Altawakol for Steel Fabrication & Galvanization (ASFG)**



### Head of HR & Administration.

- Setting HR Strategic and organizational Role.
- Setting work instruction and monitoring implementation.
- Initiat yearly recruitment plan and managing employee relations and Personnel.
- Plan , organize, orient and monitoring for all HR and administration. dep.
- Setting and monitoring KPI's for HR dep and support other functions for KPI's.
- complying with labor law.
- Compensation and Benefits.
- Payroll management.

Oct. 2010 until Mar.2023 **LEONI Wiring Systems –Egypt**



**HR Business Partner - Business Unit U BMW / Stellantis**

HR Strategic and organizational Role:

- Create and monitor HR department KPI's to correspond with organization goal.
- Set individual KPI's for HR team and sets plans to develop target results.
- Lead HR team of 8 HR professionals across BMW business unit.
- Oversee Absenteeism rate, Turnover rate, Qualification matrix and develop strategies to improve results.
- Participate in calculating HR annual budget and manage expensures.
- Develop and present HR department reports in management meetings.
- Intiate couple of cultureal development programs to manage employees interaction and resolve conflicts between workers and shift leaders.
- Recruitment:
  - Develop and implement various recrutiemnt plans in order respond to business requirment and orders flactuation.
  - Lead recruitment team for staff and blue colar across the business unit.
  - Build sourcing channels to secure a pool of candidates.
  - Oversee the recruitment process starting from receiving personnal requisition , post ads, interviews ,tests and selection.
  - Create an organization fit selection matrix to ensure the new members are fitting the organization culture.
  - Develop perodic recrutiemnt reports to assess recruitment effecincy and maintain period review with function amnagers.
  - Develop and explore recruitment target areas and set priority for hiring based on trip duration to ensure employees wellbeing and cost optimization.

Employee relations and Personnel

- Oversee employment contracts for new employees and managing filing system.
- Manage personal files process for new comers and proceeding in governmental issues (work permits and social insurance).
- Manage labor office requirements and work accident papers.
- Handle with social insurance office requirments.

- Follow up of disciplinary actions taken by line managers to ensure credibility and alignment with company regulations.
- Identify and filter dismissal cases and to improve the cycle time of dismissal committees.

#### Employee Engagemnt

- Intiate and create various team bulding activities and outings.
- Contious tour in production with workers and create open discussion culture.
- Organize and initiating motivation programs for example Best attendance, LEONI Got talent show , social events.
- Create sports activites internally and externally and football leagues.

#### Training and development:

- Manage the TNA process and advise functional managers.
- Participate in individual training plans for sucession plan procees.
- Oversee all training programs internally for staff and blue collar.
- Observe the on job traning process and orientation programs.
- Managing technical training and develop requalification tests and the qualification matrix for employee.
- Devolpe work instruction related to rework process and rework tools catalog .
- Oversee and Support in the ramp up process during workers training.
- Take part in the training recommendation to deploy and develop the performance of employees.

#### Compensation and Benefits:

- Set bonus scheme criteria including Absnece ,Quality and Efficency.
- Develop best attaendance bonus scheme.
- Manage medical insurance programs ensuring employees welfare.
- Handle various occasions, Moled Nabawy, Eid, Ramdan bags...ect

#### Project management:

- Managing new projects (headcount calculation, recruitment & training plan)
- Ensure communication efficiently within the BU.

- **HR Section Head** ( from Jan-2018 till Jun- 2018)
- **HR Supervisor** (Jan 2016 – Dec 2017)
- **Senior HR Specialist** (Jan 2014 – Dec 2015)
- **HR Specialist** (Jan 2012 – Dec 2013)
- **HR Assitant** (Oct 2010 – Dec 2011)



Feb. 2010 to June 2010

**New Vision Training Center**

**HR Generalist**

- Sets plans, and procedures for recruitment, testing, selection, and hiring
- Prepares job descriptions.
- Making job analysis to determine duties and responsibilities , work conditions , equipments , skills and abilities
- Establishes new employees' orientation programs
- Ensures company participation in recruitment activities
- Keeps track and documentation of: interviews, hires, transfers, promotions, and terminations.
- Issues regular reports on applicant flow, selection, and turnover
- Coordinates with management to prepare staffing budgets, recruitment procedures
- Carries out training needs analysis in coordination with managers and supervisors.



Aug 2009 to Dec 2009

**VODAFONE EGYPT**

**Customer service representative.** Core, Medium and High customers



February 2009

**TRACK for Human Development & Business Training**

- Call center agent
- Tele sales agent
- Receptionist

## **CERTIFICATIONS AND TRAININGS**

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- Nov-2014 **Training on the Job as a Senior HR**  
**LEONI Wiring systems , Bistrita, Romania**
- From Nov. 2012 – Jul. 2013 **Human Resource Management**  
**Certificate, HRMC.**  
**The American University in Cairo, AUC.**
- March 2009 **Certified Professional Leader, CPL**  
**Certified from Canadian Training Center & DR. Ibrahim Elfiky**
- Sept 08-Nov 08 **Basic Business Skills Acquisition (BBSA)**  
Sponsored by the Future Generation Foundation (FGF)
- Dec. 08 **Graduate Resource Program, GRP**  
Sponsored By The Future Generation Foundation (FGF), Center  
Of Accounting & Managerial Expertise (CAME)

## **PERSONAL INFORMATION**

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Date of Birth: 12/14/1987  
Marital Status: Married  
Military Status: Exempted

## **SKILLS**

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### **Computer Skills:**

- Excellent Knowledge of windows
- Very Good Knowledge of word , power point
- Very Good knowledge of excel
- Good Knowledge of access

### **Language Skills:**

- Native language: Arabic
- Very Good command of both written and spoken English

## **INTERSTS**

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- Charity activities , Teaching and traveling.