

Ahmed Fathy Aref

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PROFESSIONAL SUMMARY

Senior Human Capital & Talent Acquisition Manager with 16+ years of progressive experience across Talent Acquisition, Organizational Development, Performance Management, Compensation & Benefits, HR Operations, and Talent Management within large-scale organizations and diversified groups. Proven track record in leading HR transformation initiatives, workforce planning, organizational structuring, assessment centers, and end-to-end recruitment strategies across Construction, Pharmaceutical, FMCG, and Consulting industries. Experienced in managing large-scale HR operations and aligning human capital strategies with business objectives.

PROFESSIONAL EXPERIENCE



Group Talent Acquisition & Organizational Development Manager

Maxim Investments Group | January 2025 – Present

- Develop and execute group-wide Talent Acquisition strategies aligned with organizational objectives and workforce plans.
 - Lead the end-to-end recruitment lifecycle including sourcing, screening, interviewing, selection, and onboarding processes.
 - Partner with business leaders and hiring managers to identify current and future hiring requirements.
 - Build and maintain strong talent pipelines to support business growth and succession needs.
 - Manage and coach recruitment teams while monitoring recruitment KPIs and service levels.
 - Design and implement Organizational Development initiatives to enhance organizational effectiveness.
 - Support leadership in developing competency frameworks and performance management systems.
 - Participate in organizational restructuring and workforce optimization initiatives.
 - Managing Employee Relation activities, ensuring healthy workplace relationship and handling employees' concerns in alignment with company policies
 - Handling Training Needs Analysis (TNA) and coordinating external training programs with third-party providers to support employee's development plan
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Group Human Capital Manager

HO Group | September 2015 – December 2024



- Led Human Capital strategies and HR transformation initiatives across group companies with 12,000+ employees.
 - Unified HR policies, procedures, and operational standards across multiple subsidiaries.
 - Directed organization structure design, position validation, and workforce planning activities.
 - Led the implementation and enhancement of Performance Management systems across the group.
 - Managed Job Description development and competency alignment according to organizational structures.
 - Led Compensation & Benefits activities including salary structures, grading systems, and salary benchmarking.
 - Supervised Personnel and HR Operations functions to ensure compliance and operational efficiency.
 - Conducted Employee Engagement and Satisfaction Surveys with detailed analysis and improvement recommendations.
 - Collaborated with senior leadership to align HR strategies with business objectives.
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Recruitment Manager

Sima Food Industries | January 2013 – August 2015



- Managed recruitment operations across headquarters and manufacturing plants.
- Led Organizational Development initiatives including organization charts, departmental structures, and job descriptions.
- Developed and implemented annual training plans across multiple business functions.
- Managed internal communication activities and employee relations initiatives.
- Coordinated Compensation & Benefits activities in collaboration with HR leadership.
- Supervised payroll review processes and personnel administration activities.
- Ensured compliance with labor regulations and HR operational procedures.

HR Consultant / Project Manager

ProMark Consultancy | December 2009 – December 2012

- Managed Assessment Center projects for clients across Banking, FMCG, Industrial, and Commercial sectors.
- Conducted Employee Satisfaction Surveys and Employee Engagement assessments.
- Participated in organizational design and organizational structure development projects.
- Managed executive recruitment assignments for multiple clients across different industries.
- Conducted psychometric and behavioral assessments to evaluate leadership and managerial competencies.
- Designed development plans based on assessment outcomes and competency gaps.
- Supported succession planning initiatives through benchmarking and talent assessment methodologies.
- Conducted competency-based and structured interviews for senior-level hiring projects.

Key Projects

- Participated in establishing Assessment Centers for:
 - Telecom Egypt
 - B.Tech
- Contributed to Development Needs Analysis projects for:
 - Banque Misr
- Participated in assessment projects for:
 - PepsiCo
 - The Coca-Cola Company
 - AstraZeneca
 - Procter & Gamble

Channel Sales Manager

The Coca-Cola Company | July 2006 – December 2009



- Managed channel sales operations and customer relationships within assigned territories.
- Monitored sales performance and market coverage activities.
- Coordinated with cross-functional teams to support business growth objectives.

EDUCATION

- MBA in Human Resources (In Progress)
Arab Academy for Science & Technology | Started 2023
 - Bachelor's Degree in International Business & Marketing
Modern Sciences and Arts University | 2004
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TRAINING & CERTIFICATIONS

- Recruitment & Interviewing Techniques
 - Train the Trainer
 - Leadership Skills
 - Communication Skills
 - Objective Setting & Performance Management
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TECHNICAL SKILLS

- Microsoft Excel
 - Microsoft Word
 - Microsoft PowerPoint
 - Recruitment Platforms
 - HR Reporting & Analytics
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CORE COMPETENCIES

- Talent Acquisition
- End-to-End Recruitment
- Organizational Development
- Workforce Planning
- Performance Management
- Talent Management
- Succession Planning
- HR Strategy
- Organizational Design
- Employee Engagement
- HR Policies & Procedures
- Leadership Development
- Assessment Centers

- Competency Frameworks
 - Recruitment Strategy
 - Change Management
 - Stakeholder Management
 - HR Analytics
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LANGUAGES

- Arabic: Native
- English: Professional Working Proficiency