

Ahmed Tarek

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Results-driven HR professional with an MBA in Human Resources and a strong background in leading digital transformation initiatives, including HR digitalization via ERP and payroll automation. Proven ability to align HR operations with organizational goals, enhance efficiency, and drive change. Seeking an HR Manager role where I can leverage my strategic insight, leadership skills, and hands-on HR expertise to contribute to business success and employee development.

Detailed Experience

Al Kharafi Group (EMAK-ACCM) – IT Sector
Obour ,Industrial Zone 1 Blok 12006
(EGY-KUW-UAE-KSA)



Head Of Human Resources
Responsibilities:

Jan/2021 – now

Payroll Responsibilities:

- Leads the annual salary increase exercise; and conducts the regular salary benchmarking and pay scheme update exercise ensuring competitiveness in the job market.
- Oversee the end-to-end payroll process, including data input, calculation, and distribution of paychecks or electronic transfers.
- Ensure accuracy and timeliness of payroll transactions, including salary adjustments, overtime, bonuses, and deductions.
- Oversee the implementation and maintenance of payroll software and systems.
- Maintain accurate and organized payroll records, including employee information, tax forms, and other relevant documentation.
- Stay current with federal, state, and local payroll tax regulations and ensure compliance with all relevant laws.

Organization Development Responsibilities :

- Develop and implement performance management systems, including goal setting, performance evaluations, and feedback mechanisms.
- Design, implement, and manage organization Remuneration system.
- Develop organization's Compensation and Benefits policy and monitor implementation.
- Review organization charts and recommend changes.
- working on the organization design , fine tuning the strategy
- Responsible for preparing manpower plan
- Support for following up the different training programs by managing the ROI
- Design and develop training programs that align with organizational goals and objectives.
- Identify training needs through assessments, performance reviews, and feedback from employees and managers.
- Establish key performance indicators (KPIs) and metrics to evaluate the effectiveness of training programs.
- Develop and manage the training budget, ensuring cost-effective solutions while maintaining the quality and effectiveness of training programs.

Personnel & Recruitment Responsibilities:

- Maintain employees personnel filing (Renewals date , Contracts) For 600 Manpower
- Handling the deals of medical coverage and transportation bus line for the company
- Conduct investigations into workplace conflicts or grievances and recommend appropriate resolutions
- Implement onboarding processes for new employees to facilitate a smooth transition into the organization.
- Develop and implement recruitment strategies to attract and retain top talent.
- Develop and implement recruitment and selection processes and identify effective economic channels for job advertising
- Responsible for dealing with social insurance and labor offices

JAN/2016 – JAN/2021

HR Operation, Startup Sugar Company, Alsharkya sugar manufacture ,New Salhia- sharkya



personnel Supervisor:

4-2019 – 1-2021

Responsibilities:

- Responsible for blue collar Casual & White collar stuff almost 800 employee
- Responsible for Seasonal blue collar employee with full proses, Recruitment, attendance machine system , Data base , filling , Payroll , monitoring the turnover for replacement ,social insurance ,Training, handling work injuries , Medical insurance.
- Responsible for Implementing and testing HCM module(SAP) with the consultant
 - Personnel Management
 - Organization management
 - Time management
 - Payroll Accounting
- Responsible for issuing health certificates to employees who are working in the food field service.
- Responsible for internal investigation according labor law
- Implementing Performance Appraisal system for the staff, showing all the polices to the stakeholder
- working on the organization design , fine tuning the strategy according the current situation
- Administers employment benefit, reimbursement, and retirement programs.
- Implementing the succession plan for every department to achieve the organization goals.
- Preparing TNA for every department.
- Communicates with benefit participants regarding policies and procedures, regulations, and benefit change

personnel Specialist:**Jan-2016 – Apr-2019**Responsibilities:

- Responsible for hiring and Resignation process
- Responsible for data base establishment and update
- Responsible for vacation balance to the stuff
- Applying Attendance machine system for follow up and control the overtime
- Preparing monthly payroll
- Responsible for issuing private medical coverage to the staff
- Maintains related records, prepares related reports, and ensures timely payment of associated invoices.
- Responsible for creating registers of
 - SI-No.1 - SI-No.2 - SI-No.6
 - MI-No.111 - Military - vacations
 - Banality's - resignations
 - Health certificates register for employees who are working in the food field service.



04/2014 – 11/2015

Corporate lawyer , Law firms, CairoResponsibilities:

- Responsible for civil and criminal lawsuits and procedures
- Work on drafting civil contracts
- Responsibility for establishing companies with the Egyptian Investment Authority
- Working with the issues of the State Council and the Administrative Prosecution

08/2013 – 04/2014

HR Trainee, Titan Cement Company , Beni SuefResponsibilities:

- How to deal with the governmental offices " Social insurance – mail office
- How to deal with the employee with clear define of the police and the procedure
- How to make vacation balance sheet for the organization
- The hiring proses and document from the employee to the employer



Bio Data: Full

Name: Ahmed Tarek kamel
Date Of Birth: 5,Aug,1992
Marital Status : Married

EDUCATION

2010 – 2013
Bachelor Degree From Faculty of law ,Beni Suef University
B

2018 – 2019
Post Graduate Diploma Of Human Recourses , Eslsca
Business school , A

2024 – 2025
(MBA) Master Of Business Administration ,HR Major, Eslsca
Business school ,

SAP HCM Course , SAP ERB System, Jupiter training center
(agile)

Language skills: Indicate competence on a scale of 1 to 5 (1 - excellent; 5 - basic)

Language	Reading	Speaking	Writing
Arabic	1	1	1
English	2	2	2

ADDITIONAL SKILLS

Microsoft Office package: Microsoft Word, Excel, Access
Database operation: Microsoft Office Access, Oracle 8i ,
SAP, ODOO
Statistical operation: SPSS, STATA
Programming: JAVA

Hobbies

- Traveling
- Scuba diving , 5 star Master Diver, Nitrox Diver, maximum depth 67 meters
- Playing tennis , 2 champions
- Playing basketball
- Motorbike Riding
- Off-roading Car driving And Camping