

# Mohamed Ahmed Mohamed El Shimy

HR Governance and Excellence Manager (Effective January 2026)  
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## Professional Summary

Strategic HR Governance Leader with 14+ years of progressive experience across HR Operations, Audit, Compliance, Payroll Governance, and Employee Services within large organizations. Expert in designing governance frameworks, strengthening internal controls, enhancing policy compliance, and aligning HR operations with corporate strategy. Recognized for driving operational excellence, risk mitigation, cost optimization, and sustainable HR transformation initiatives.

## Professional Experience

### ***HR Governance and Excellence Manager | Edita Food Industries | Jan 2026 – Present***

- Design and implement comprehensive HR governance framework across all HR verticals (Operations, Payroll, Personnel, L&D;, Compensation & Benefits).
- Establish internal control matrix and HR risk register to ensure regulatory and labor law compliance.
- Lead HR audit strategy including periodic compliance audits and corrective action tracking.
- Standardize policy architecture and ensure alignment with corporate governance standards.
- Develop HR KPIs dashboard to monitor service efficiency, compliance ratio, and operational excellence metrics.
- Drive continuous improvement initiatives and digital transformation within HR processes.
- Partner with senior leadership to ensure HR strategic alignment with business objectives.

### ***People Operations & Audit Manager | Edita Food Industries | Jan 2025 – Dec 2025***

- Lead employee services governance including transportation, catering, and fringe benefits budget control.
- Conduct internal HR audits to assess compliance with policies and procedures.
- Monitor payroll inputs and SAP controls to ensure data accuracy and financial integrity.
- Manage vendor selection, contract negotiation, and service level performance evaluation.
- Ensure compliance with Egyptian labor law and internal regulatory framework.
- Support investigation processes and ensure adherence to legal timelines.

### ***Personnel Deputy Manager | Edita Food Industries | Oct 2023 – Dec 2024***

- Supervise personnel operations including contracts, social insurance, and employee documentation.
- Ensure timely submission of government forms and compliance with statutory regulations.

- Lead disciplinary investigations and ensure fair process governance.
- Review and update internal policies in coordination with HR leadership.
- Oversee service provider contracts and performance audits.

### ***Operations Senior Specialist / Edita Food Industries / Feb 2022 – Oct 2023***

- Audit payroll variables and validate SAP data accuracy before monthly payroll closing.
- Manage outsourcing payroll files and reconcile vendor invoices.
- Monitor attendance systems and absence deductions in compliance with policy.
- Generate monthly HR analytics reports including headcount and turnover metrics.
- Support internal and external audit requirements.

### ***Corporate Sales and Marketing Senior Supervisor / Victory Link / Dec 2021 – Feb 2022***

- Led corporate sales team performance and target achievement strategy.
- Developed B2B marketing plans and customer acquisition initiatives.
- Managed sales forecasting and performance reporting to senior management.

### ***Store Manager / Orange Egypt / Dec 2019 – Dec 2021***

- Managed full retail operations including sales, inventory, and team leadership.
- Achieved revenue growth through performance coaching and customer service excellence.
- Controlled store budget and operational expenses.
- Enhanced customer experience and service quality standards.

### ***Call Center Representative / Enterprise Team / Mobinil (Orange Egypt) / Dec 2010 – Feb 2019***

- Handled high-value enterprise customer accounts and resolved escalated cases.
- Promoted value-added services and achieved upselling targets.
- Coordinated cross-functional resolution for complex service issues.
- Maintained service level agreements and quality standards.

## **Education**

BSc. in Tourism & Hotel Management – Helwan University (2010) – Very Good with Honors

## **Languages**

Arabic (Native) | English (Excellent) | Russian (Very Good) | French (Fair)