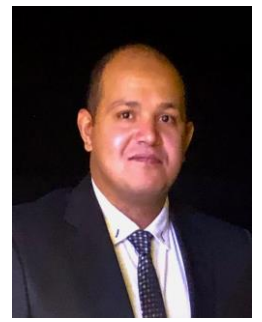


# Ahmed Hassan Emara



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## Career Objective

Seeking to work in my background education, Experience in field of Human Resources, Compensation & Benefits, Organizational Development related to my KSAs (Knowledge, Skills & Abilities/attitudes).

## Personnel Information

- Nationality Egyptian
- Date of birth 03<sup>rd</sup> of July 1986
- Gender male
- Marital status Married
- Military status exempted

## Education

- B.Sc. of commerce accounting section - Cairo University 2007
- Master of Business Administration (MBA – HR Major) - Arab Academy for Science Technology & Maritime Transport (AASMT) 2020



## Training Courses

- PHRI Preparation Course - Jobex Consultation Feb 2023
- Data Analysis & Reporting Techniques Workshop ( 20 hours ) - Skills Bank Nov 2022
- Advanced Compensation & Benefits Workshop - ESLSCA Business School Aug 2021
- Advanced Excel Course (21 hours) – Yat Academy Sep 2016
- Compensation & Benefits Workshop - Top Business Group Nov 2014
- Human Resources Management Diploma - Canadian Academy 2012
- General English course - Ministry Of Defense Langue Institute ( MODLE ) 2008
- ICDL course - MCIT 2008

## Work Experience

- **Egyptian Starch & Glucose Manufacturing Company (Cairo 3A Group) + 520 Employees**

**Dec 2023 – Till Now**

Job Title : HR Business Partner ( HR Manager )  
Reporting to: Senior HR Manager industrial Sector  
Address : Mostorod City



## **Job Responsibilities & Duties:**

- Works closely with the Center of Excellence to deliver and implement new programs and initiatives such as job rotations, succession planning, high potentials, recruitment process , training programs , performance management and summer internship
- Manages the on boarding & Induction process to secure a smooth introduction for the new hires
- Consults with top management, provides HR guidance and suggests new HR strategies to employees regarding policies, HR procedures, and activities, such as recruitment, performance review, training needs and employees' relations, besides resolving problems requiring HR management intervention.
- Develop and implement human resources policies and procedures, disseminate and communicate them through employee booklets/meetings/and other forms of communication and ensure understanding of stakeholders and compliance.
- Prepare and deliver reports in conformance with legislated requirements as well as monthly and periodical HR reports to management.
- Ensure and maintain accurate and updated employee data and all system fields on HR system.
- Manage the insurance & labor documentation, payments, problems...etc. to ensure maintain company rights.
- Prepare the annual HR Budget .
- Prepare the annual increase proposals.
- Manage and review payroll & Personnel Issues to ensure accurate data and on time delivery of needed reports.
- Manage and ensure employee contract renewal is on time.
- Follow up all legal issue with legal affairs department to ensure maintain company rights .
- Develop all needed reports as required .
- Perform any other assigned tasks as required by the direct manager within the same level of responsibility.
- Manage, coach and develop a team of HR professionals for different disciplines.
- Researching and analyzing healthcare plans, including medical, dental, vision and disability insurance.
- Advising management on resolving benefits issues.
- Assisting employees by explaining benefits and appealing decisions made by insurance companies.

### **Egyptian Starch & Glucose Manufacturing Company (Cairo 3A Group) + 520 Employees**

**July 2020 – Nov 2023**

**Job Title : HR Operation Head**

**Reporting to : HR Manager**

**Address : Mostorod City**



### **Lazurde Co. For jewelers + 1500 Employees**

**Jan 2015 – Tell Now**

**Job Title : Payroll & Benefits Supervisor.**

**Reporting to : HR Manager**

**Address : El-Obor city**



### **As-Salam International Hospital + 2000 Employees**

**May 2012 – Dec 2014**

**Job Title : Payroll Specialist.**

**Reporting to : HR Manager**

**Address : Elmaadi – Cairo - Egypt.**



### **Ahram Security Group – ASG (Ahram Locks) + 1000 Employees**

**September 2010 – May 2012**

**Job Title : Human Resources Specialist.**

**Reporting to: HR Manager & HR Director**

**Address : 3<sup>rd</sup> industrial Area, 10<sup>th</sup> of Ramadan City.**

**Web site : [www.ahramsg.com](http://www.ahramsg.com)**



• **El-Obur Painting and chemical industries ( Pachin ) +1000 Employees**

**Nov 2008 – September 2010**

**Job Title** : **Personnel Coordinator.**  
**Reporting to** : Human Resources manager.  
**Address** : El-Obur city.  
**Web site** : [www.pachin.net](http://www.pachin.net)



• **Anton Fergs Nakhla for Auditing and Tax office**

**Jan 2008 – September 2008**

**Job Title** : Accountant  
**Address** : Down town.

**Summer Training**

- Pachin Aug 2005 – Sep 2005 - I trained as Accountant.
- Pachin Aug 2006 – Sep 2006 - I trained as Accountant.

**Computer Skills**

- Very Good Command in using Oracle HR ERP System.
- Excellent in Windows (XP, Vista, Win7) Word, Excel, PowerPoint, Outlook, Internet.
- Very good in Microsoft Visio 2007 (drawing Organization Chart).

**Language Skills**

- **Arabic** : Mother tongue
- **English** : good

**Qualifications and Abilities**

- Ability & willingness to learn.
- Handle conflict and deal with varying situations in a calm and helpful manner.
- Flexibility & ability to work in a team
- Ability to travel Local and internationally and ready for any reallocation.
- Good Communication, organizing & planning skills.
- The ability to work both independently and as part of a team.
- Creating Strong Spirit inside members around me.
- Maintain the highest level of confidentiality.

**Interests**

Playing football, Surfing the net, Chess, computer.

**Letters of recommendation and references**

Available upon request.