

# MOHAMED ATEF ABD EL HAMEED

Training & Development Manager

Cairo, Egypt | +20 100 678 8736 | Mohamedatef2012.ma@gmail.com | [linkedin.com/in/mohamed-atef-a57771222](https://www.linkedin.com/in/mohamed-atef-a57771222)

---

## PROFESSIONAL SUMMARY

---

Results-driven Training & Development Manager with 18+ years of experience, including 5+ years in senior leadership roles managing corporate training functions for a workforce of 2,000+ employees. Proven expertise in conducting Training Needs Analysis (TNA), designing annual training plans, and managing a training budget of EGP 1,000,000 annually. Successfully built and maintained a network of 6+ external training providers and implemented data-driven evaluation systems that directly influenced strategic vendor decisions. Combines advanced HR expertise (EHRD) with a technical background in Information Systems to drive digital transformation in learning.

## CORE COMPETENCIES

---

- **Strategic Planning:** Developing comprehensive annual training frameworks and budgets for 2,000+ employees.
- **TNA & Gap Analysis:** Identifying organizational skill gaps and designing targeted training interventions across all departments.
- **Vendor Management:** Sourcing, negotiating, and managing relationships with 6+ external training centers and consultants.
- **Performance Evaluation:** Designing and deploying training evaluation instruments to measure ROI and employee performance.
- **Talent Development:** Designing succession planning and career path strategies.
- **AI Utilization:** Leveraging Claude & ChatGPT to optimize training content curation and reporting.

## WORK EXPERIENCE

---

### Training Department Manager / Supervisor

Jan 2021 – Present

*Al Nasr Building & Construction Co. (EGYCO) — Cairo, Egypt*

- Lead the training function for 2,000+ employees across all departments, ensuring all training initiatives align with the company's long-term business goals.
- Provide training to 200+ employees per year across diverse domains including: Engineering Affairs, Financial & Administrative Skills, Management, Health & Safety, Occupational Health, and Workplace Environment Security.
- Design and execute 20+ structured training programs annually, based on rigorous TNA assessments, with a managed budget of EGP 1,000,000.
- Consistently achieved training objectives while saving 60%+ of the annual training budget through strategic vendor negotiations, cost-effective program design, and smart resource allocation.
- Built and managed relationships with 6+ external training providers and technical centers, ensuring high-quality program delivery and cost-effective resource allocation.
- Designed and implemented a comprehensive Training Evaluation System (post-training surveys) covering course content, delivery quality, venue, and training materials — applied across all 200+ trainees annually.
- Leveraged evaluation data to make strategic vendor decisions, including terminating a partnership with an underperforming training center based on consistently poor trainee feedback scores.
- Collaborate with department heads to assess post-training performance impact and track improvement in team competencies.

**Training and Development Specialist****Sep 2015 – Jan 2021***Al Nasr Building & Construction Co. (EGYCO) — Cairo, Egypt*

- Managed daily training logistics and professional development operations supporting 2,000+ employees.
- Conducted TNA to identify skill gaps and design targeted training materials aligned with organizational objectives.
- Monitored employee progress and maintained all certification and training completion records.

**Computer Specialist (IT Support)****Sep 2007 – Jan 2015***Al Nasr Building & Construction Co. (EGYCO) — Cairo, Egypt*

- Managed IT operations and provided technical infrastructure support across departments.
- Facilitated technical orientation for new hires to ensure seamless onboarding.

**EDUCATION & PROFESSIONAL CERTIFICATIONS**

---

**Academic Education**

Bachelor of Information Systems | New Cairo Academy (High Institute for Computer Science)

**Postgraduate & Professional Diplomas**

Executive Human Resources Diploma (EHRD) | National Management Institute (NMI)

- Grade: Excellent (240 Hours) | Focus: Strategic HR Planning, Succession Planning, and Performance Management.

Preparing and Qualifying Training Managers | The Federation of Arab Trainers

- Focus: Training Needs Analysis (TNA), ROI on Training, and Training Budget Management.

**Technical Certifications**

- Microsoft SQL Server Certification | YAT Education Center
- Web Design & Development | Visual Soft Computer Systems

**LANGUAGES**

---

- Arabic (Native)
- English (Professional Working Proficiency)