

## **Peter Ehab Fayek**

El-Mohandessin,

Giza-Egypt

Mobile: +2 (010) 01478649

Home: +2 (02) 33468924

E-mail: [peter.ehab1990@gmail.com](mailto:peter.ehab1990@gmail.com)

LinkedIn: <https://www.linkedin.com/in/peter-ehab-2943a7b6/>

### **Professional Summary:**

Experienced Human Resources professional with a proven track record of supporting organizational growth across diverse industries. Skilled in end-to-end global Talent Acquisition (Tech and Non-Tech), Employer Branding, Talent Management, Employee Engagement, Organizational Development, Learning and Development, HR Reporting & Data Analysis, and Total Rewards, with a strong focus on aligning people strategies with business objectives.

### **Education:**

- **Arab Academy for Science, Technology & Maritime Transport – AASTMT (2024 – 2027),**  
Master of Business Administration – MBA, Artificial Intelligence (AI) for Business Major.
- **RITI – Human Resources Management Diploma (2019 – 2020),**  
(Grade: Excellent – A).
- Graduated from Faculty of Literature - **Cairo University (2011),**  
(Grade: Good).

### **Experience:**

- **GB Corp**
  - HR Business Partner Manager (December 2024 – till now).
- **Solid Construction**
  - Talent Acquisition & Manpower Planning Manager (January 2024 till November 2024).
  - Talent Acquisition & Manpower Planning Section Head (August 2021 till December 2023).
- **Jobzella**
  - Talent Acquisition Lead - EMEA (October 2020 till July 2021).
- **IDG-Industrial Development Group**
  - Senior Recruitment & OD Specialist (June 2020 till September 2020).
- **Misr Italia Properties**
  - HR Supervisor (June 2019 till December 2019) – **Temporary Project.**
- **Freelance HR Professional** (January 2019 till now).
- **SMG Engineering Automotive Company (Porsche – Harley-Davidson – SCANIA)**
  - Senior HR Specialist (May 2018 till May 2019).
  - HR Specialist (December 2015 till April 2018).
    - Taking responsibility for SMG corporate recruitment email, screening and maintaining the database including applicants resumes, records, interviews' history and feedback, and ensure that all data is accurate and updated.
    - Supporting other departments through negotiating, explaining the role and offering the position to selected candidates.
    - Arranging and conducting interviews / exams / assessments for white and blue collar positions and liaising with applicants to provide updates on their status.
    - Conducting exit interviews and taking responsibility for end of service procedures.
    - Taking responsibility for employment fairs preparations.

- Acting as the focal point between SMG and recruitment agencies, NGOs and universities.
- Onboarding new employees in order to become fully integrated.
- Communicating with the training providers regarding our yearly training plans.
- Updating and maintaining Job descriptions, Job analysis and job specifications.
- Updating the organizational charts on monthly basis.
- Updating and maintaining the manpower planning.
- Setting and implementing recruitment objectives and policies.
- Providing analytical and well documented reports.
- Preparing and providing orientation sessions for the newly employed.
- Preparing and posting the vacant positions.
- Preparing and updating the SOPs.
- Participating in the preparation of Performance Appraisals, KPIs and Competencies Dictionary.
- Acting as the focal point between SMG and different universities for the internship programs.
- Updating the employees' data on Oracle.
- Taking responsibility for HR announcements.
- Organizing events like Family day, Fun day, and other HR activities.
- Supporting the HR team in the other functions.
- **Hindawi Publishing Corporation**
  - XML Specialist (July 2014 till November 2015).
  - Technical Compositor (February 2014 till July 2014).
- **Information Technology Industry Development Agency – ITIDA**
  - Customer Service Representative (March 2013 till February 2014).
- **Ecco Outsourcing**
  - Recruitment Coordinator (January 2012 till February 2013).

### **Courses:**

- Power BI & Data Analysis – WELL GROW Training.
- HR Certificate (HPA Center) – Accredited by HRCI.
- CBI – Competency Based Interview (HPA Center).
- Employer Branding (HPA Center).
- Recruitment Workshop (HPA Center).
- Professional Marketing Certificate (HPA Center).
- Business English (HPA Center).
- Advanced Greek Courses (Greek Cultural Center).

### **Computer Skills:**

- Microsoft Office Bundle.
- Power BI & Data Analytics.
- Oracle HR.
- SAP.
- Latex.
- XML.
- Searching Techniques.

### **Personal Skills:**

- Languages: English (Excellent) – Greek (Good).
- Good leadership skills.
- Good communication & analytical skills.

**Personal Data:**

- Date of Birth: 20 October, 1990.
- Place of Birth: Giza – Egypt.
- Marital Status: Single.
- Military Status: Exempted.
- Nationality: Egyptian.