

Reham Fawzy Saleh Ahmed

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Summary

Senior professional leader with 15+ years of experience in Management and HR. Highly skilled business manager with focus on HR, Performance management, People Culture, Payroll, Human resources development, training and technology.

Experience

Group HR Manager

Fortuna Trading - DMCC for Food Commodity Trading

Dec 2022 - Present (1 year 10 months)

Managing employee retention strategies and action plans collaborating with the top management. Conducting exit interviews and turnover analysis reports to improve retention efforts and minimize turnover rate.

Recommending improvements to the employee experience based on feedback received.

Developing the employee engagement by regular communicating with them and listen to their concerns and suggestions and send their feedback to the management, help them communicates with the top management to support the open door policy

Promote a positive work environment that supports employee well-being, satisfaction, and engagement.

Collaborate with management to develop and implement initiatives that enhance employee morale, motivation, and work-life balance.

Advocate for employee recognition and reward programs that acknowledge and appreciate employee contributions.

Supporting employee recognition programs to celebrate achievements and reinforce a culture of appreciation.

Provide support in navigating HR policies, procedures, and employee benefits.

Help employees understand their rights and responsibilities within the organization.

Act as a liaison between employees and management to address and resolve concerns effectively.

Mediate and facilitate the resolution of conflicts between employees or between employees and management.

Advocate for fair and equitable solutions that consider the perspectives and interests of all parties involved.

Conduct investigations into employee complaints or grievances, ensuring confidentiality and impartiality throughout the process.

Collaborate with relevant stakeholders to implement proactive measures and strategies to prevent conflicts.

HR Manager

EDGE-CONN for Cloud Services and Networking (Previously Omniclouds Egypt)

Mar 2020 - Oct 2022 (2 years 8 months)

Develop and implement HR strategies and initiatives aligned with the overall business strategy.

Bridge management and employee relations by addressing demands, grievances, or other issues.

Manage the recruitment and selection process.

Support current and future business needs through the development, engagement, motivation, and preservation of human capital.

Manage the monthly payroll system, leaves and business trips for the employees.

Develop and monitor overall HR strategies, systems, tactics, Policies and Procedures across the organization.

Nurture a positive working environment.

Oversee and manage a performance appraisal system that drives high performance.

Maintain pay plan and benefits program.

Assess training needs to apply and monitor training programs.

Report to management and provide decision support through HR metrics.

Ensure legal compliance throughout human resource management.

HR Director

Al-Lawindy for industrial and trading - Egypt

Nov 2019 - Feb 2020 (4 months)

Developed and launched the company's HR system including hiring and interviewing staff, Payroll, administering pay, benefits, and enforcing company policies and practices.

Head of Admin & HR Department

Applus+ Velosi - Kuwait

Jan 2017 - Mar 2019 (2 years 3 months)

Provided specialized HR project including analyzing data, in-depth research, evaluation, and recommendations to management on department projects.

Moved to a new office location with careful planning and several preparations.

Designed, directed, and implemented company's policies and procedures.

Aligned the company strategy and objectives with Kuwaiti labor law and its new release No. 6/2010.

Re-engineered HR organization and culture change process: streamlined infrastructure and transitioned operations to shared services center Led a company-wide culture change process resulting in a shift in competitive mindset

Initiated revision of outdated employee handbook.

Increased employee productivity and the overall efficiency of the unit by introducing processes and procedures that eliminated duplication and reduced the time to complete month-end reports.

HR Supervisor

National investment company (NIC) – Kuwait

Dec 2012 - May 2015 (2 years 6 months)

Developed and launched the company's performance management system ensuring a direct link with its Core Values, role clarity and goals at the individual, business unit and corporate levels. This has provided staff with clarity, aligned staff with the company's strategic direction and has improved skills and capabilities aligned to business needs and enabled the company to identify, develop and retain talent more effectively.

HR & Admin Manager

Ikarus Petroleum Industries – Kuwait

Dec 2007 - Apr 2011 (3 years 5 months)

Developed and launched the company's performance management system ensuring a direct link with its Core Values, role clarity and goals at the individual, business unit and corporate levels. This has provided staff with clarity, aligned staff with the company's strategic direction and has improved skills and capabilities aligned to business needs and enabled the company to identify, develop and retain talent more effectively.

HR Manager

Fiduciary soft – Kuwait

Nov 2005 - Nov 2007 (2 years 1 month)

Establish and developing HR policies and procedures, disciplinary code and employee handbook.

Assistant Product Manager

Nordix Egypt - Egypt

Mar 2000 - Mar 2002 (2 years 1 month)

Developing and implement HR strategies and initiatives aligned with the overall business strategy.

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Education

Cairo University

Bachelor of Law

1998 - 2001

American University of Kuwait

Certificate, HR Management (SHRM)

2001 - 2001

American university of Kuwait

Certificate, HR Management & Performance Appraisal Skills

2001 - 2001