

# Ahmed mohamed Abdelgaliel

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## • **Objective:**

Experienced HR professional with over 15 years of experience across diverse industries. I am currently working at **Oriental Weavers International**, the world's leading carpet manufacturer and exporter to 118 countries, and previously with **PepsiCo**, one of the world's leading food and beverage companies serving more than 200 countries and territories worldwide. Strong expertise in HR operations, HR systems and data management, payroll, and total rewards analysis, with a proven track record in managing HR transactions, system transitions, process improvement, and ensuring data accuracy across multiple regions. Proven ability to manage and audit payroll cycles, develop and maintain payroll validation tools, and act as a liaison between HR and Finance teams. With over 38 years of professional experience across companies of different industries and sizes—from SMEs to global organizations. In addition to expertise in Human Resources Management and leadership, I am passionate about Change Management and Organizational Development. Previously held a managerial role at **Enwan Developments**, one of the leading companies in the real estate sector, gained valuable experience in the banking sector as a Human Resources Generalist for two years (**Egyptian Gulf Bank**) marking the beginning of my career in Human Resources.

• **Experience Systems:** SAP Success Factor – Menai tech – SAP S /4 HANA -HRIS

## • **Education:**

**MBA** (Global Management & Competitive Intelligence) ESLSCA University (2020-2022) - GPA: 3:3 & (**the seminar was under title:** The relationship between the retention rate and employee's turnover regarding the blue-collar Jobs which their retention rate is very low versus white collar Jobs in FMCGS industry).

**Bachelor of Commerce -English Section- Accounting Department** -Zagazig University (2005-2009)- GPA: Pass 60%

## • **Previous experience:**

• **Manufacturing HRBP Manager – Oriental Weavers International (March 2025 – Present), managing 4,500 employees across 7 plants.**

• Drive the performance management cycle, including objective setting, mid-year reviews, and year-end performance appraisals. Develop and cascade organizational, departmental, and individual objectives. Support managers in setting SMART objectives, conducting regular check-ins, and addressing performance gaps. Coordinate annual and mid-year performance review cycles through the system to ensure timely completion and high-quality submissions. Oversee year-end appraisals, including self-assessments, manager evaluations, and calibration sessions. Deliver training and guidance on using the Performance Management System and applying best practices. Prepare dashboards and insights for leadership to highlight performance outcomes and succession indicators. Ensure appraisals are conducted according to the **Bell curve** across five levels (5%-10%-70%-10%-5%).

• **Conducting the daily and weekly manufacturing meetings to monitor and analyze KPIs, ensuring operational targets are achieved across six key items:**

- **Production (Production Plan Adherence, overall equipment effectiveness)**
- **Quality (2nd grade, Customer Complaints)**
- **Cost (Production Cost, Scrap %, COPQ)**

- **Delivery (OTIF) to warehouses.**
- **Safety (LTI, BOS, Free Incidents Days)**

○ **Organization (Improve Workplace Standards)**

- Facilitated Green Belt, Six Sigma, and Fishbone problem-solving sessions for Section Heads and Team Leaders to enhance process efficiency and team performance.
- Conducting the Gap Analysis & Development Plan project for the Sustainability Function through the Actions below:

- Competency Area (Education, years of experience, Technical Knowledge, Soft Skills Tools & Systems, Certifications, people Management)

Career Progression Map - Progression Opportunities, Development Plan by Level, Gap Analysis + Career Progression Map + KPIs)

- Reviewing the job analysis for the Handicrafts:

**Key Task (Role Dimensions & Complexity, Authority, Qualifications & Work Nature, Stakeholders & Org Role)**

Role Dimensions: **Scope of Responsibility, Strategic Role, Decision-Making Horizon)**

Authority: General Approvals level, Operational decisions level, Financial Decision level)

Qualifications & Work Nature: Internal Stakeholders, External Stakeholders, Organization Chart Position, No. of Direct Subordinates, Emergency Replacement For, Training/Development Needs)

- Leading TS Project (Talent Segmentation) using Likert Model The purpose of talent segmentation is to group our workforce or talent pool into defined categories so we can manage them more strategically (Critical Job 40% – Critical Person 35%– Flight risk 25%)

**Critical Job:** (Productivity – Cost Efficiency – Skills/knowledge –Internal & external replacement – rules impact and Responsibility) **Critical Person:** (Experience – Performance – Leadership –role and contribution) **Flight risk:** Performed data-driven flight-risk assessments and partnered with leadership to proactively retain critical

**High total score (>12 out of 15) = auto-retention plan trigger.**

- Conducting the 360, 180 Feedback for the (C Level, Directors, Deputy Director) through the strategic items to assess the (Accountability, Delegation, Recognition, Change Management, Decision Making, Decision Making, Decision Making, Decision Making, Decision Making, Courage, Collaboration, Communication, Coaching, Strategic thinking, problem solving, cultural Building.

- Confidential project (Rightsizing, Downsizing)

- Lead the identification of training needs and oversee the implementation of learning and development programs.

- Lead employee relations initiatives with professionalism and fairness, ensuring full compliance with labor laws and company policies.

- Lead the analysis of HR metrics and prepare comprehensive reports—including turnover analysis, gap analysis, hiring needs, and headcount analysis—to provide strategic insights and support data-driven decision-making.

- Implemented a new internal communication role model through key organizational initiatives, including R&R Program, Prophet’s Day, Best Achiever, and Labor Day.

- Lead the creation of job descriptions to accurately define roles across Manufacturing functions, including Manufacturing, HSE, Sustainability, and Lean operations.

- Designing a new promotion model (Manager +, Section Head -)

- Oversee updates to the company’s organizational structure to reflect new structural changes

- Contributed to the Total Rewards team in redesigning the salary structure and conducting market benchmarking surveys with Korn Ferry to use it in Annual Appraisal for these levels: Intermediate Management Level, Staff Level, Labor Supervisory level, Skilled, Non-Skilled

- **HR Manager – Enwan Developments (March 2024 – Feb 2025)**

- Establishing a New Organization Chart for the Company.
- Classified the Employees to the Levels (01 -07) Based on the years of experience & the weight of the Job.
- Develop & implement HR Policies, Systems.
- Oversee Recruitment & Selection Process, On Boarding and Employee Development
- Design and Manage Salary Structures, Benefits and Workplace Culture
- Implement Performance Management and Evaluation Process (PMP Process)
- Ensure Compliance with labor Law & Company's Regulations

- **People Experience & OPS senior Analyst- PepsiCo (JAN 2023- Feb 2024) managing 2,200 employees**

- Revamping All HR Policies (Hiring-Termination-Resignation-Leave Policy-Attendance-Contract Renewal-Overtime)
- Leading All HR (internal & External audits, ER Self-Assessment-Human Rights Audit-GCS Audit - Corporate Audit) (Processes & Key controls) for the BU & CBS
- Implementing the new LBS monthly scorecard & Lead on CBS&LBS agenda.
- Assignment double hatting at East Cairo Region as the HR main lead in the duration (Jan-August 2023) and giving the required support for FL, staff & management level.
- Part of activating & launching the HR call-Center (communication, activation, Video across Egypt).
- Activate PMP for staff & front liners (Delivering PMP training for offline & online users) through 3 key pillars (Objective Setting-Mid Year Review-year End Review)
- Handling MO Waves (Reviewing the Calculations with TR -Communication with the Employees Preparations the Employee Documents-issuing Experience Letters-Reviewing the Cheques with control & Treasury Team-Delivering the Cheques).
- Employee Experience Life Cycle (Onboarding-Offboarding)
- key controls SPOC for HR function.
- Managing GSC Process audit
- Delivery system training for staff & Management.
- Implemented full deck of DTPs.
- Partner with LHRM to activate OHS action plan as per the set timelines.

- **HR Senior Associate- PepsiCo (Jan 2021-Dec 2022)**

- Conducting Exit process (starting from receiving the resignation form, issuing his leaver checklist and get it signed by all concerned parties, aligning with Finance team to freeze his payments until all formalities are completed)
- Conducting Pre boarding process and leading on the employee life cycle.

- Supporting 3 functions (Sales- Marketing- GBS) with total HC 500.
- Provide all staff with the HR related services daily.
- Updated and accurate payroll variables monthly.
- Enhancing and implementing new process
- Works with internal HR team to ensure policies/ processes are updated.
- Single point of contact for employees and line managers regarding all queries relevant to HR systems and processes, to enable a flawless end to end process experience for day-to-day HR need.
- Provides operation support & guidance on performance improvement, disciplinary, grievance, absence (in line with local governance and legislation)
- Ensure that our employees and line managers experience the best we have to offer, using client facing, problem solving & analytic skills to ensure tasks are actioned to the highest possible standard.
- **HRSS (Shared Services), PepsiCo (Jan 2016-Dec 2020)**
- Get Trained & Provide the site with the assigned Trainings.
- Train All the Employees on the Policies.
  - Deliver COC Training.
- Handling Any investigation Requirement on Site.
  - Manage The CSR Activates.
- Ramadan Activates (Meals)
  - PO1 Preparation (Logistics in Each Site).
- Carry Out Communication Policies to Establish a Proper Flow of information at All Levels of the Organization.
- Prepare & Follow Up InTouch Action Plan in the DC.
- Manage All the Medical Cases & Follow up with the Central team / Follow up on the Doctors Visit to The Site.
- Manage all the Invoices and pay Back.
- Manage the Services Cars in the DC.
- Handle the Buffet and the Allowance for employee Drinks.
- Handle the Transportation Service.
- Maintenance Furniture /Machines /Meeting Room.
  - Contract Renewals.
- Finalize the End of Service Documents for the Employees.
  - Finalize the T&E Process.
- Follow up on all the Consecutive & Non-Consecutives cases (Absence Cases).
- Requests For HR letters (To Whom It May Concern-Bank Letter-Embassy Letters)
- Implement the Labor Law.
  - Track the Attendance.
- Implement H&S policies +Monthly Working Hours Report.
- Vacation Plan & Follow up o its Implementation.
- KPI Dimensions (HC tracking-New Hires-Terminations-Exit interview Analysis-Promotions-Vacations-Overtime)

• **Frontline Talent Acquisition, PepsiCo (August 2012 -Dec 2015)**

- Shortlist & interview the internal Applicants.
- Sourcing the CVS & Use the Frontline Data Base
- Follow Up on the LOUS & Submitting it to the Accepted Candidates.
- Hiring of Seasonal Labor (May till October).
- Exit Interviews & Analyzing Data and prepare Recommendations or Alarming Signs.
- Timely Enrolment of new Employees in Payroll & Benefits Program.
- Track the AOP VS Actual and Recommend Means of Optimizing the Head Count
- Hiring / Attendance and Payment for the Daily Labor.
- Do a Proper Assessment for the New hired employees after the Probation Period.
- Employee Transfer Forms or Promotions.

• **HR Ops –Egyptian Gulf Bank (August 2010 – July 2012)**

- Implementing all HR transactions Attendance, Leave, payroll Cycle.
- Monthly Working Hours Report.
- Track & Ensure the Implementation of the Hiring of Relatives.
- Form 1&Form 6 &Non-Disclosure letter.

• **Tele sales- United Pharmacists (August 2009 -August 2010)**

- Monitoring and entering customer information and updating it periodically.
- Handling customer complaints and providing appropriate solutions.
- Contacting with 60 Pharmacy daily • Reviewing all the Missing Orders
- Communicating with Sales Representatives to make sure the orders delivered Timely. • doctor's persuasion to increase the medication orders.

• **HR Intern at the Egyptian Gulf Bank (Summer Internship)**

- Hiring vs termination • Onboard new hires in the team
- Form 1,2,6. • leave -work Missions-hours excuse
- Contacting Candidates

**Achievements:**

- MBA Holder • R&R (Employee of the quarter) for 2021 ,2022,2023 (3 Times)
- Managing Remote Location &Enabling Zagazig DC in Winning a Global award

**Computer & Language Skills:**

- Excellent level- Microsoft Office; Word, Excel, PowerPoint

- Excellent Level- internet
- Arabic – Mother tongue
- English – Very Good

**Certifications & Courses:**

- It's All about me
- Transformation
- Trust & Commitment
- Lead yourself.
- Peer to Peer Relationship
- ICDL
- Compensation & Benefits Fundamental

**Key Skills:**

- Excellent communication skills
- Good intercultural skills
- Teamwork player
- Ability to work under stress & strict deadlines.
- Excellent presentation skills
- Superior knowledge of HR Fundamentals

**Personal Data:**

- Date of Birth: 22 August 1987
- Nationality: Egyptian
- Marital Status: Married
- Military Status: Exempted