

Ahmed Farouk

HR and Admin. Director

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Websites, Portfolios, Profiles

- <http://www.linkedin.com/in/ahmed>

Dynamic and results-driven HR Director with over 25 years of experience spearheading HR initiatives across diverse sectors. Expertise spans Human Resources Strategy, Training & Development, Employee & Labor Relations, Compensation & Benefits, Talent Acquisition & Management, Organizational Development, and Performance Management.

With 18 years in the manufacturing sector (specifically the cement industry), 4 years in construction, real estate development, and engineering consulting, and 3 years in financial and accounting consulting, I bring a unique cross-industry perspective.

Proven track record in aligning HR strategies with business objectives to drive organizational growth, boost employee engagement, and enhance performance. Skilled in crafting and implementing comprehensive HR strategies, developing talent management frameworks, and fostering high-performance cultures focused on continuous improvement. Experienced in leading cross-functional teams and managing HR operations across multiple locations.



Skills

◆ Strategic HR Leadership	████████████████████
◆ Organizational Development	████████████████████
◆ Compensation & Benefits Strategy	████████████████████
◆ Budgeting & Financial Planning	████████████████████
◆ Talent Management & Succession Planning	████████████████████
◆ Employee Relations & Engagement	████████████████████
◆ HR Policy Development & Compliance	████████████████████
◆ Leadership Development & Coaching	████████████████████
◆ Human Resources Management	████████████████████
◆ Operations Management	████████████████████
◆ Meeting planning	████████████████████



Work History

Dec 2021 - **HR and Administration Director**

Current *BDO Egypt Consulting*

I. HR

- Contribute in developing the corporate strategy & formulating the organization restructuring.
- Develop annual HR business plan including key performance, targets, needed resources and budget to achieve company's mission and objectives.
- Develop organization competency frame work in light to strategy, core values, business nature and needed culture.
- Plan, develop recruitment annual plan, including needed jobs, dates, numbers and sources of recruiting.
- Implement proper staffing system that identify selection standards', hiring process, Regulations and procedures.
- Update and train department heads on selection methods and techniques.
- Train, ensure and monitor proper implementation of department heads to staffing and PMS.
- Contribute to evaluation and development of staff performance in co-operation with department heads.
- Develop and ensures proper implementation of training system and controls, reports about training effectiveness.
- Update, interpret and control HR policies / practices (including recruitment and selection, Discipline, grievance, pay and conditions, code of conduct, training and development, Succession planning, morale and motivation, performance appraisals and employee relation).
- Develop and maintain appropriate compensation management system through periodical evaluation of jobs and continuous monitoring to market ranges.
- Measure and improve employees' morale and provide recommendations.
- Ensure implementation, recommends actions to ensure all HR aspects are compliance with laws and environmental policies.
- Monitor monthly report on HR issues, updates, development plans and achievements.

II. Administration

- Plan, administer, and control budgets for contracts, equipment, and supplies.
- Searching for offers of medical care companies and choosing best ones in terms of medical service and financial offer at same time
- Monitor facility to ensure that it remains safe, secure, and well-maintained
- Sets up sub-plans and executive programs for administrative affairs, so as to achieve key objectives of company
- Analyze internal processes and recommend and implement procedural or policy changes to improve operations, such as supply changes or disposal of records.
- Apply the policies and procedures that promote the credible image of company internally & externally.
- Control over use and maintenance of equipment, communication, and other administrative services.
- Follow up processing and rehabilitation of buildings services, and to take necessary preventive action to maintain these buildings.
- Searching for companies that provide maintenance services for machines with best performance and appropriate price

◆
Dec 2020 -
Dec 2021

HR and Administration Manager

Orouba Misr Development and Construction

- Fully responsible for delivering end-to-end HR services across five projects and HQ.
- Led HR and Admin teams of 450 employees across six locations, driving high-quality decision-making and service delivery.
- Developed and maintained HR operations, including recruitment, payroll, and training systems.
- Focused on team building and performance to foster an effective workforce and enhance organizational capability.
- Analyzed and solved multi-faceted problems that affected executive leaders and business initiatives.
- Implemented project management techniques to overcome obstacles.
- Negotiated favorable contracts with vendors for office supplies and services, reducing overall operational expenses while maintaining quality standards.
- Enhanced staff performance through comprehensive training programs and regular performance evaluations, leading to a more skilled and motivated team.
- Managed budgets and financial reporting, enabling effective allocation of resources and timely identification of potential cost savings.
- Optimized resource utilization by efficiently allocating personnel, equipment, and facilities to meet organizational needs.
- Conducted regular audits of internal processes to identify areas for improvement and implement corrective measures promptly.
- Ensured compliance with relevant laws and regulations by developing robust policies and procedures governing administrative operations within the company.
- Collaborated with leaders from other departments to achieve consistent processes and maximize efficiency of resources.
- Oversaw facilities management tasks, such as maintenance requests and space planning initiatives, to create a conducive work environment for employees.

◆
Apr 2019 -
Aug 2020

HR and Administration Manager

EHE Consulting Engineers, Cairo

- Managed recruitment processes, from screening to onboarding, ensuring alignment with company policies
- Led employee relations and performance appraisal initiatives to improve workforce efficiency
- Overseeing administrative tasks, training programs, and staff development.
- Negotiated favorable contracts with vendors for office supplies and services, reducing overall operational expenses while maintaining quality standards
- Enhanced staff performance through comprehensive training programs and regular performance evaluations, leading to a more skilled and motivated team
- Managed supervisor itinerary and appointments and streamlined scheduling procedures
- Analyzed and solved multi-faceted problems that effected executive leaders and business initiatives
- Developed internal requirements and standards to minimize regulatory risks and liability across programs

- Implemented project management techniques to overcome obstacles.

**Nov 2017 -
Apr 2019**

HR Manager

EHAF Consulting Engineers, Giza

- Aligned HR strategies with business objectives and drove high-performance culture across the organization
- Managed recruitment, pay structures, benefits programs, and training needs assessments
- Developing and implementing HR strategies and initiatives aligned with the overall business strategy
- Maintains management guidelines by preparing, updating, and recommending human resource policies and procedures
- Maintains and enhances the organization's human resources by planning, implementing, and evaluating human resources policies, programs, and practices
- Completes human resource operational requirements by scheduling and assigning employees; following up on work results.
- Managed employee relations, investigating and resolving conflicts to maintain a positive work environment
- Streamlined HR processes for increased efficiency with the use of HRIS systems
- Motivated employees through special events, incentive programs, and constructive feedback
- Promoted a culture of continuous learning through the coordination of professional development opportunities and workshops for employees at all levels within the organization
- Improved workplace culture through the development and implementation of diversity initiatives

**Mar 2013 -
Jun 2017**

HR Operations & Employees Relation Section Head

Arab Swiss Engineering Company – ASEC, Cairo

- Audit, present, analyze and compare actual performance of HR Field representatives against job description, through quarterly audit report.
- Approve and control HR Field quarterly action plans to overcome, work and correct findings appeared in audit.
- Report on HR key performance indicators with accordance of HR rep. and provide recommendations to HR Operations Manager.
- Ensure proper implementation of staffing system within projects according to approved recruitment annual plan & following selection standards, hiring process, regulations and procedures.
- Update and inform department heads within projects by selection methods and techniques.
- Ensure that all new comers are full equipped, acquainted with their jobs and have received orientation program.
- Monitor measurements and reports provided by HR representatives about staffing and support taking actions.
- Monitor accomplishment of projects' department heads to performance management system methods and techniques as per talent management policies and procedures.
- Work with talent management manager in ensuring proper implementation of ASEC

- Communicate with technical training department to fulfill training needs of ASEC Staff.
- Inform, interpret and control HR policies / practices (including grievance, discipline, and code of conduct, succession planning and employees' morale) within projects.
- Ensure effective implementation to communication and employee relations system.
- Measure and analyze employees' morale and provide recommendations for improvement.
- Ensure that overall work environment is up to standard at all times.
- Implement all employee relations initiatives within company.
- Supported all parts of business on employee relations matters to ensure their effective management. Issues include: grievances, complaints, suggestions and performance issues.
- Provide recommendations on related matters. i.e.: pay reviews, reward projects, work environment, career development, benefits and services ... etc.
- Update and inform employees about current projects in HR Department and keep them involved all times.
- Plan, supervise, and review work of subordinates.
- Provide coaching and continuous feedback to HR representative staff.
- Appraise staff performance, identifying needed training & making action plans for improvement
- Improved employee engagement rates through open lines communication forums where concerns could be addressed promptly and effectively
- Established effective communication channels between departments, promoting collaboration and information sharing
- Optimized workflow processes for increased efficiency, resulting in reduced turnaround times for deliverables
- Ensured compliance with industry regulations by conducting regular audits and implementing corrective actions as needed
- Conducted thorough analyses of operational data to identify areas for improvement and recommend actionable solutions
- Enhanced team productivity by providing ongoing coaching and professional development opportunities
- Managed budgets and resources effectively, ensuring optimal allocation of funds and personnel
- Increased overall department efficiency by streamlining processes and implementing innovative solutions
- Conducted performance reviews to identify employee strengths and encourage professional development opportunities
- Oversaw projects, equipment and manpower needs to properly allocate resources and training.

◆ **May 2011 - Administration Section Head**

Feb 2013 *ASEC, Cairo*

◆ **Feb 2008 - Administration Section Head**

May 2011 *ASEC, Djelfa , Algeria*

◆ **Jan 1999 - Computer Specialist and Administration**

Jan 2008 *Tourah Project & Head Office*



Education

- May 2015 - May 2017** **MBA: Human Resources Management**
Arab Academy For Banking And Financial Sciences - Cairo, C
- Feb 2011 - Feb 2013** **Human Resources Certificate: HR**
American University in Cairo - Cairo, C
- Oct 1994 - May 1998** **B.Sc.: Science of Computer System**
Higher Institute For Specific Studies - Heliopolis, Cairo



Military status

Exempted



Personal Information

- Date of Birth: 11/21/76
- Nationality: Egyptian



Training

- Emotional Intelligence Workshop
- Planning Techniques
- Leadership
- Communication Excellence
- Roles of Chief Administrative
- Coaching
- Stress Management
- Effective Dealing skills
- Effective Management and Leadership Style
- Time Management Fundamentals
- Effective Business Communication
- Occupational Safety and Health



Software

Microsoft Office - ERP System



Languages

Arabic: Native language

English



Certifications

Nov. 2013 Human Resources Certificate, American University in Cairo, Cairo, Egypt

