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Key Areas of Expertise

Organizational Development

Change Management

Administration and
Management

Strategic Planning

Key Competencies

Strong networking building
skills

Excellent management and
organizational skills

Excellent communication skills

Strong institutional and
compliance background

High adaptability to new
systems and procedures

Profile

Results-driven professional with over 19 years of experience in human resources, organizational development and learning and development with demonstrated expertise in applying core principles and strategic methodologies of organizational psychology to optimize success in talent utilization. Proven track record in developing policies and organizational strategies rooted in data-driven methodologies. Possesses excellent interpersonal abilities and adept conflict management skills.

Education

Faculty of Commerce, Ain Shams University • May 2023

Executive MBA in Business Administration

Faculty of Commerce, Ain Shams University • May 1998

Bachelor's degree in accounting and business management

Received Training in:

- √ How to define training needs. ICDL
- √ Internal Audit for ISO 2008/9001
- √ Time management
- √ Excel Data Analysis
- √ Ideal Leadership
- √ Problem analysis and decision making
- √ Crisis Management
- √ Management Performance
- √ Effective Leadership

Languages:

Arabic: Native
English: Very good

Professional Experience

KMT for industrial services - February 2025 - Present

Human Resources Manager

- Develop and implement recruitment strategies to attract top talent.
- Ensure compliance with industry-specific hiring regulations & specification.
- Collaborate with department heads to forecast workforce needs.
- Ensure adherence to labor laws and company policies.
- Manage conflict resolution and grievance handling.
- Foster a positive work environment to enhance employee engagement and retention.
- Design and implement performance evaluation frameworks aligned with Automation industry standards.
- Develop training programs to ensure a higher performance.
- Work with department leaders to identify skill gaps and training needs.
- Oversee salary structures, incentives, and benefits tailored to the sector.
- Conduct benchmarking to maintain competitive compensation strategies.
- Develop and update HR policies in line with Automation industry trends and best practices.
- Drive change management and cultural transformation initiatives.

Misr Pharmaceutical Industries- Holdi Pharma, July 2024- October2024

Human Resources Manager

- Manage the execution of the HR Strategy and core areas of the HR department including Recruitment, Employee Relations, Workforce Administration, Learning & Development, Payroll, Reward and Recognition, as well as maintaining and improving HR systems and management of the HR budget.
- Ensure adherence to labor laws, industry regulations, and company policies.
- Collaborate with senior leadership to understand the organization's goals and strategy related to staffing, recruiting, and retention
- Plans, leads, develops, coordinates, and implements policies, processes, training, initiatives, and surveys to support the organizations' human resource compliance and strategy needs
- Administers or oversee the administration of human resource programs including, but not limited to, compensation, benefits, and leave; disciplinary matters; disputes and investigations; performance and talent management; productivity, recognition, and morale; and training and development.
- Bridging management and employee relations by addressing demands, grievances or other issues, mitigating risks to the business and supporting employees and managers
- Oversee and manage a performance appraisal system that drives high performance
- Assess training needs, plan and monitor training programs. Managing onboarding of newcomers to the company
- Lead initiatives that drive team's culture, employee's engagement and satisfaction

Team Supervision:

- Supervise and **mentor a team of 25 human resources** professionals.

Holding Company for Pharmaceutical Industries, November 2023 – February 2024

Consultancy Assignment – Organizational Development

- Second, to run an organization structure review and analysis and propose a new structure that better serves the vision of the Holding Company towards the different independent companies.
- Reviewed and updated the job descriptions in accordance with World Health Organization (WHO) accreditation standards.
- Ensured that criterion for promotions and successions is in line with best practices and governmental policies.

Misr Pharmaceutical Industries- Holdi Pharma, April 2020- June2024

Organizational Development Manager

- Develop and implement strategies to enhance organizational effectiveness and employee's engagement.
- Proposed new organizational structure to better serve the new expansion strategy of the company in all departments, Production, Finance and Administration, and Legal.
- Member and chair of several committees convened to discuss and decide on certain employees' topics.
- Design and oversee surveys to measure employee satisfaction, communication effectiveness and suggest initiatives to improve organizational functioning.
- Collaborate with senior leadership to assess organizational needs and develop tailored interventions to address areas for improvement.
- Formulate and implement training plans to address the learning needs in each department.
- Lead change management initiatives to support organizational transitions and ensure successful adoption of new processes and systems.
- Conduct organizational assessments and analyze data to identify trends, opportunities, and challenges, providing actionable insights to drive decision-making.
- Establish performance management systems to align individual and team goals with organizational objectives, promoting accountability and driving performance improvement.
- Stay up to date of industry trends, initiatives, and best practices to enhance organizational effectiveness.

Team Supervision:

- Supervise and **mentor a team of 3 human resources** professionals.

Misr Pharmaceutical Industries- Holdi Pharma, 2011-2020

Talent Acquisition and Organizational Development Senior Officer

- Identified the company's hiring needs and managed the recruitment process to ensure it runs smoothly.
- Created and managed recruitment plans, timelines, and budgets.
- Collaborated with heads of units to update the job descriptions and ensure they are in line with the units' requirements.
- Developed effective improvement plans to streamline the recruitment process and comply with the Holding Company guidelines and bylaws.
- Created, implemented, and evaluated all Human Resources department policies, procedures, and structure.

- Ensured all employee records are maintained and updated with new hire information or changes in employment status.
- Educated staff on organizational mission and goals to help employees achieve success.
- Provided reporting for forecast analysis and ad-hoc reporting in support of decision-making.

Misr Pharmaceutical Industries- Holdi Pharma, 2006-2011

Training Specialist

- Designed and facilitated training plans to develop talent and promote a culture of continuous learning.
- Design and directing training programs.
- Delivered group and individual training covering a range of technical, operational, and management areas in a specified field.
- Evaluated effectiveness of training and development programs and utilized relevant evaluation data to revise or recommend changes in instructional objectives and methods.
- Assisted in analyzing and assessing training and development needs for individuals.
- Conducted orientation sessions to assess skill levels and areas of strength and weakness.
- Trained and mentored [250] new personnel hired to fulfill various roles.
- Organized and implemented coursework, oversaw scheduling, and monitored attendance through learning management system.
- Designed and facilitated training courses, aligning new learning development and solutions to organization's strategic goals, mission and vision.