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Objective

Develop HR planning strategies by attract qualified candidates and working on develop existing employees by effective training plan and provide suitable environment for working at the organization making the employees feeling they are part of the company and its objectives.
Working on have the best calibers at the market in our company

Education:

- Master of Business Administration (MBA) – In Progress
- Organizational Development Elementary Workshop 2026
- Strategic Talent Management Workshop from Hired 2025
- OD Professional Certificate from Hunam Capital Community 2022
- leadership management certificate from American chamber 2019
- Key performance indicators certificate from American chamber 2018
- Human Resources management Diploma from American University in 2016
- Foundation Certificate in Human Resources management from American University in 2015
- BSc of Commerce from Cairo University Department Accounting in 2007

Experience:

- **From 06 /2025 Till now**
- Employee: **MATGR of Engineering & Trading**
- Industry of Company: **Manufacturing (E- Cars)**

Job Title : **Talen Acquisition & OD Section Head**

Job description :

Talent Acquisition

- Drive Talent Acquisition excellence by optimizing recruitment operations and SOPs, elevating candidate and hiring manager experience, and achieving high-performance outcomes through efficient, timely, and quality-driven hiring aligned with organizational objectives.
- Lead the development and execution of the company's employer branding initiatives by enhancing the Employee Value Proposition, managing the company's presence across recruitment platforms and social channels, and ensuring a consistent and attractive brand image to effectively attract and engage qualified talent.

- Review and align on the manpower plan in coordination with department managers, and ensure its effective execution by delivering qualified candidates within defined timelines and approved budgets, while continuously optimizing and adhering to the plan.
- Identify, manage, and optimize a diverse range of recruitment sourcing channels, including recruitment agencies, job boards, professional platforms (e.g., LinkedIn, Wuzzuf, Forasna), and social media, while overseeing their effective utilization through the Talent Acquisition team; and prepare regular reports evaluating the effectiveness of each source based on its contribution to filling open positions, within defined timelines and budget constraints.
- Provide full oversight of the end-to-end recruitment process and lead the Talent Acquisition team across all hiring stages—including sourcing, CV screening, interviews, and selection—to ensure the timely hiring of qualified candidates who meet required skills and competencies, through the effective use of appropriate sourcing channels and within approved budget constraints.
- Establish and maintain a structured and up-to-date recruitment database to ensure the availability of candidate data prior to hiring needs, enabling easy access to candidate profiles and historical feedback, including interview evaluations and screening outcomes.
- Prepare and present quarterly talent acquisition reports covering company-wide hiring volumes and time-to-fill metrics, facilitating review and discussion with HR leadership to identify insights, address gaps, and drive informed decision-making and corrective actions.
- Lead exit interview processes for all resigning employees, analyze root causes of turnover, and develop detailed reports outlining key insights and improvement areas, facilitating discussions with management to drive retention strategies.

Organization Development /Learning and Development

- Design and implement comprehensive SOPs for the Learning and Development function, including the creation and enhancement of training processes and related templates, while ensuring proper execution to maintain consistency, quality, and effectiveness of training initiatives across the organization.
- Establish a comprehensive onboarding framework that ensures all new employees receive a consistent and engaging introduction to the organization, including company overview, policies, role-specific training, and required tools, enabling a smooth transition into their roles and fostering a positive employee experience from the outset.
- Review and optimize organizational chart, job roles, and reporting lines, including conducting quarterly updates of the organizational chart to ensure it remains accurate,

efficient, and aligned with evolving business needs.

- Manage the performance management process by conducting awareness sessions for department managers on appraisal methodologies, ensuring timely submission of performance evaluations, and reviewing submitted appraisals to verify adherence to defined guidelines; and facilitate discussions with managers to calibrate and align evaluations where needed to ensure fairness and consistency.
- Design and deliver targeted training programs for key operational departments (After Sales, Mobile Service, and Quality Control) to enhance performance and work quality, particularly in preparation for peak (high season) periods.
- Design, implement, and evaluate training programs (technical, behavioral, leadership) to ensure effective knowledge transfer and skill development.
- Design, implement, and evaluate training programs (technical, behavioral, and leadership), incorporating post-training feedback from participants and on-the-job performance evaluations by managers to assess training effectiveness, ensure knowledge application, and measure impact on employee performance, productivity, and return on training investment.

- **From 01/2025 To 06/2025**

- Employee: **Genena Group**

- Industry of Company: Group of Companies (Development, Facility, Agriculture and Head Office)

Job Title : **Group Talen Acquisition Section Head**

Job description :

- Lead the consolidation and validation of manpower plans across group companies by partnering with entity HR teams, and present the integrated workforce plan to the HR Director for alignment and approval, ensuring consistency with strategic priorities and approved budgets.
- Develop and maintain a centralized shared talent pool across the group, empowering HR teams to efficiently fill open roles with qualified candidates in a timely manner, while ensuring alignment with defined budgets and workforce requirements.
- Monitor and ensure the effective implementation of standardized talent acquisition policies, processes, and tools across all group companies to guarantee consistency, fairness, and operational efficiency.
- Drive a unified employer branding strategy across the group while allowing flexibility for each entity's unique identity and market positioning.
- Manage and control the utilization of all recruitment sourcing channels across the group

through the Talent Acquisition team, ensuring standardized usage, performance monitoring, and alignment with hiring timelines and budget constraints.

- Develop and present quarterly talent acquisition reports covering group-wide hiring volumes (white-collar and blue-collar roles) and job closure timelines, for review and discussion with the HR Director to address observations and drive necessary actions.
- Evaluate recruitment sources utilized throughout the year, measuring the effectiveness of each channel in contributing to manpower plan fulfillment, including the percentage of roles successfully closed per source and overall return on investment.
- Support hiring managers across the group on effective interviewing, selection techniques, and hiring decisions.
- Promote diversity, equity, and inclusion initiatives within talent acquisition processes across all group companies.
- Design and Review Recruitment Policies and Forms including developing Online Processes to ensure effectiveness and fairness of recruitment and selection techniques.
- Develop, Maintain and conduct proactive searches utilizing creative, cost-effective sourcing methods.

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- **From 01/2022 To 12/2024**
 - Employee : **TAREGET for Medical Equipment**
 - Industry of Company : Medical Devices and Equipment

Job Title : **Human Resources Supervisor**

Job description :

Recruitment:

- Preparing and manage the manpower plan in coordination with department managers, and ensure its effective execution by delivering qualified candidates within defined timelines and approved budgets, while continuously striving to optimize and adhere to the plan.
- Execute the full recruitment lifecycle by handling hiring requests, discussing and clarifying job requirements with hiring managers, identifying suitable sourcing channels, posting vacancies, screening and shortlisting candidates, conducting initial interviews, coordinating technical evaluations, and ensuring smooth progression through final selection and approval stages.
- Build and continuously maintain an up-to-date recruitment database by proactively sourcing and organizing candidate profiles, ensuring immediate availability of qualified candidates and backup CVs to support both planned and unplanned hiring needs.
- Build and maintain a strong talent pipeline for current and future hiring needs by proactively sourcing both active and passive candidates through diverse channels, including online platforms,

professional networks, employee referrals, university partnerships, and recruitment events.

- Manage the offer stage by negotiating compensation packages and employment terms, ensuring alignment between candidate expectations and company guidelines, and successfully closing hiring processes.

Organization Development:

- Design and assess annual performance reviews, improvement plans, and probationary evaluations, along with reporting and feedback processes, to ensure employees perform effectively and meet or surpass business expectations.
- Update and refine job descriptions using job analysis to clearly define the key responsibilities required from employees.
- Implement comprehensive induction programs to introduce new employees to the company's culture, benefits, and policies.
- Develop and implement specialized training programs for Sales and Maintenance functions in a medical devices environment, aimed at improving product knowledge, technical capabilities, and service quality to drive overall performance.
- Implementing, analyzing, reporting, and setting action plans of employee satisfaction survey results
- Developing company policies and procedures to have an internal control system
- Generate monthly headcount reports, including new hires, resignations, and turnover rates, and ensure organizational charts are continuously updated to reflect structural changes, supporting workforce visibility, data accuracy, and informed decision-making.
- Develop and maintain a comprehensive set of HR documents and templates across recruitment, training and development, and personnel functions, including evaluation forms, employment letters, and other standardized HR documentation.

From 4/2021 to 01/2022

- Employee : **Surgitech for Medical supplies**
- Industry of Company : Medical supplies and devices

Job Title : **Senior Recruitment and OD Specialist**

Job description :

Recruitment:

- Execute the full recruitment lifecycle by handling hiring requests, discussing and clarifying job requirements with hiring managers, identifying suitable sourcing channels, posting vacancies, screening and shortlisting candidates, conducting initial interviews, coordinating

technical evaluations, and ensuring smooth progression through final selection and approval stages.

- Build and continuously maintain an up-to-date recruitment database by proactively sourcing and organizing candidate profiles, ensuring immediate availability of qualified candidates and backup CVs to support both planned and unplanned hiring needs.
- Proactively research and develop new talent sourcing channels across both online and offline platforms, including universities, institutions, job portals, and social media, to expand candidate reach, diversify sourcing strategies, and strengthen the recruitment database with high-quality talent.
- Handle the offer management process by extending job offers, conducting salary and benefits negotiations, and aligning start dates with candidates and hiring managers to ensure a smooth and timely onboarding process.
- Prepare and present monthly recruitment reports covering filled positions, ongoing vacancies with progress updates, and challenging roles, to be reviewed with the HR Manager in order to identify issues and develop appropriate solutions.

Organization development:

- Track and evaluate performance appraisal results on a quarterly basis, develop KPI reports for employees, and lead discussions with department managers to align on performance outcomes before presenting consolidated insights and recommendations to the HR Manager.
- Develop and administer semi-annual employee satisfaction surveys at the company level, analyze findings, and present detailed reports outlining satisfaction trends, key insights, and targeted improvement areas to enhance employee experience.
- Lead and execute the full onboarding experience by personally delivering company induction sessions, designing and managing onboarding programs, ensuring proper implementation for all new employees, and evaluating onboarding effectiveness through employee feedback to enhance engagement and overall experience.
- Manage the end-to-end training and development process by receiving training requests from departments, analyzing and validating training needs through discussions with employees and department managers, presenting proposals for HR Manager approval, and coordinating the selection of appropriate training solutions (internal or external providers) in line with business needs and approved budgets.
- Review and optimize organizational chart, job roles, and reporting lines, including conducting quarterly updates of the organizational chart to ensure it remains accurate,

efficient, and aligned with evolving business needs

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- **From 5/2020 to 4/2021**
 - Employee : **Dawi Clinics**
 - Industry of Company : Health service

Job Title : **Senior HR Generalist**

- Job description** : • Utilized various recruitment channels to attract the best candidates including (Headhunting, Online Recruitment Websites social media, and linked in
- Finding new talent sources for Recruitment and enhance the database
 - Perform pre-screening calls to analyze applicants' abilities
 - Interview candidates combining various methods (e.g. structured interviews, technical assessments, and behavioral questions)
 - Conduct recruitment analysis and database
 - Responsible for onboarding process of new hires and revamping of the induction and Employee Handbook
 - Coach leaders and employees on policies and procedures as well as conducting investigations to take appropriate actions to reach a resolution of grievances and disciplinary cases.
 - Manage the off-boarding process, conduct exit interviews and report turnover analysis.
 - Process and maintain personnel records and files by following up on the employees' credentials completion and developing personnel files for newcomers to ensure adherence to the personnel filing system. That may include hiring documents, terminations documents, leaves, transfers, disciplinary action upon company policy, promotions ...etc.
 - Preparing Social Insurance forms (Form 1; Form 2; Form 6)
 - Responsible for contracts renewing, and Probation Periods assessments documents to be added to the working file of each employee
 - Establish and maintain all needed documents for insurance programs (social & medical)
 - Preparing and submitting all relevant HR letters/documents.

From 5/2020 until 8/2020

- Employee : **El Nasser Trading**
- Industry of Company : Constrictions

Job Title : **Senior OD specialist**

Job description :

Build and implement the job analysis from scratch by one-to-one meeting with the employees across all levels and departments to deliver the Job Descriptions.

- Sales department
- Operation department
- Financial department
- Administration department
- Updating the company's Organizational Charts with HR manager and Department managers considering organizational & departmental objectives.
- Developing new samples of English & IQ Tests on all levels
- Updating and creating HR Forms of the HR department (Application form, interview, permission and vacation request, promotion request, warning letter, penalty letter, Training request, training evaluation form,)

From 10/ 2015 till 6/2019

- Employee : **Ghalioungui trading**
- Industry of Company : Medical Equipment's and Furniture's

Job Title : **Senior Recruitment and OD act as Supervisor**

Job description :

Recruitment

- Supervise and manage the end-to-end recruitment process, starting from receiving hiring requests and validating alignment with the approved manpower plan or obtaining necessary approvals for new requests; collaborate with hiring managers to define job requirements, identify appropriate sourcing channels, and oversee job postings, CV screening, and candidate shortlisting; conduct interviews, evaluate candidates, and coordinate technical assessments with hiring managers to ensure the selection of the most suitable candidates in alignment with role requirements.

- Ensure consistent and timely communication with candidates, hiring managers, and HR stakeholders, providing regular updates and feedback throughout the recruitment lifecycle.
- Build and maintain a strong talent pipeline for current and future hiring needs by proactively sourcing both active and passive candidates through diverse channels, including online platforms, professional networks, employee referrals, university partnerships, and recruitment events.
- Manage the offer stage by negotiating compensation packages and employment terms, ensuring alignment between candidate expectations and company guidelines, and successfully closing hiring processes.
- Prepare and present monthly recruitment performance reports to top management, highlighting key metrics such as time-to-fill, quality of hire, source effectiveness, and offer acceptance rate, to support data-driven decision-making and continuous improvement.

Organization & Development

- Led the development of a comprehensive Training Policy and enterprise-wide Training Plan, incorporating department-level and role-based learning paths, with a focus on defining and developing both technical and soft skills to enhance organizational capabilities and performance.
- Initiated the development of an internal training capability by selecting qualified managers and supervisors in specialized areas, designing and delivering a focused presentations skills , and utilizing them to deliver internal training programs, enhancing knowledge sharing and reducing reliance on external providers. (Sells skills, Business writing, Excel sheet)
- Design, update, and standardize job descriptions across the organization, including creating new job descriptions for roles without existing documentation, ensuring alignment with business needs and role clarity
- Maintain and update the organizational structure by ensuring the organizational chart is reviewed and updated on a quarterly basis to reflect any structural or workforce changes.
- Manage the quarterly performance appraisal process by tracking and evaluating results, developing KPI reports, and aligning with department managers on performance outcomes; consolidate annual performance data into a comprehensive year-end report to support salary increment and bonus decisions.

- Oversee the performance appraisal cycle by reviewing evaluations with managers and supervisors, ensuring consistency, accuracy, and alignment with established guidelines, and driving continuous improvement of the process.
- Design and implement employee engagement initiatives, including team building activities, focus groups, and internal events, aimed at enhancing workplace environment, strengthening collaboration, and improving overall employee experience.
- Conducting exit interviews with resigned employees about their reasons for resignation and preparing report for HR Manager and Board papers.

Personnel & payroll

- Administer and manage compensation and benefits programs, ensuring alignment with company policies, internal equity, and compliance with applicable regulations.
- Prepare and process monthly payroll by accurately consolidating attendance data, including working hours, leave balances, permissions, overtime, deductions, penalties, and incentives, ensuring timely and error-free salary disbursement.
- Handle and resolve payroll-related issues by investigating discrepancies, responding to employee inquiries, and ensuring accurate adjustments in coordination with relevant stakeholders.

01 / 2015 until 8/ 2015

- **Employee** : **SGA Recruitment Solution**
- **Industry of company** : Recruitment agency and HR consultant

Job Title : **Recruitment Specialist**
Job description : Screening, selection and filtration CVs conducting Interviews by Phone calls.

- Perform searches for qualified job candidates and new sources, using sources such as computer databases networking, Internet Recruiting resources, and media advertisements.
- Handle any new vacancies required and job description from Clients Responsible for preparing status report for candidates to Clients.
- Responsible for visa processing for candidates.

02 / 2013 to 04 / 2014

- **Employer** : **Climax International Recruitment**
- **Center Country** : Recruitment Agency & HR consultant

Job Title : **HR Admin Assistant**
Job description : **Recruitment**

- filtration CVs
- Scheduling interviews
- Arrange all kinds of interviews.
- Taking recommendations from candidates.
- Administrate, monitoring and scoring testing candidates

Administration

- Handling all administrative work at the Department.
- Responsible for preparing Mobilization Status report for all candidates to clients weekly.
- Responsible for Visa processing for candidates
Starting from get approval on candidates
Signing job offer and follow up with candidates
Required papers until traveling date.
- Updating Database by adding, deleting or any other Modifications.

02 / 2011 to 02 / 2013

Employer : **Life Makers**
Industry of company : NGO

Job Title : **Office Manager**

Job description : Organize and supervise all the Administrative work at the branch.

- Responsible for handling all public Relations At the branch.
- Preparing periodic Report on progress of exiting Activities within The Branch.
- Arranging all kinds of Meetings.
- Arranging all interviews with new volunteers.
- Maintain on volunteers Data by entering and Updating volunteers

6 / 2009 to 02 / 2011

Job Title : **Telesales**
Employer : **Hotel Dynamics**
Industry of Company : **Sales & Marketing**

Training and Courses

- English courses_At the American University in 2014
- TOT training from Life Makers 2014
- Problem solving Workshop at Corsesite in 2015
- Presentation and communication skills workshops at Life Makers in 2014

INTERESTS

Training and Development Supervisor (volunteer) at Life Makers

- Supervise, monitor, facilitate and evaluate any Training and courses at the Branch.
- Helping and motivate a new volunteers to learn new skills and develop existing ones
- Working with trainers to develop suitable content For the Training and courses
- Conduct orientation sessions to new volunteer

