

Mobile: 01009913502
WhatsApp: 01148617976
Email: a.medhat688@gmail.com
Address: Cairo – Egypt

Ahmed Medhat Hassan

Strategic HR professional with a proven track record in driving organizational growth through talent acquisition, development, and retention. Skilled in implementing performance management systems, building high-performing teams, and fostering a positive and inclusive workplace culture

Work Experience:

Employer: El Soadaa Group

Position: HRBP - HR Section head

Period: Jan. 2023 - Till Now

Sites: Steel Factor - Maintenance work shop - Foundations sites -Scaffolding maintenance workshop - Construction sites

My Area Head count: (500 – 700) Employee



Responsibilities:

- Serve as a liaison between the project/function and HR to understand business priorities and assess staffing, organizational design, performance management, employee relations, talent management, and career development needs.
- Regularly meet with project leaders and managers to update on HR initiatives, discuss HR issues, and gather feedback on team concerns.
- Lead organizational design, workforce planning, and performance management based on business needs at the site, in collaboration with the HR Manager.
- Consult with managers on promotion and career progression decisions, including their impact on organizational design.
- Review and update current policies and procedures and design new ones as necessary.
- Design and implement the organizational structure and org chart to meet project needs.
- Implement new sourcing methods to attract top talent.
- Manage the employee lifecycle process, including onboarding, orientation for new hires, probation sign-offs, and exit interviews at the site.
- Audit the payroll cycle at the project site and validate it with the admins before sending it to HQ.
- Update and enhance recruitment procedures, including job application and onboarding processes.
- Develop and implement effective training programs based on team needs.
- Set KPIs and provide regular feedback to employees.
- Run recruitment campaigns and provide monthly reports on recruitment performance.

Employer: SIAC-FM
Position: HR Section head
Period: July. 2022 – Dec.2022
Head count: (20 - 40 Employee)



Responsibilities:

- Update current and design new recruiting procedures (job application and onboarding processes)
- Supervise the recruiting team and report on its performance
- Update current and design police and procedure
- Design org chart and org structure
- Implement new sourcing methods
- Managing the cost of the department in effective manner and demonstrate cost savings
- Ensure that vacancies filled in accordance with agreed deadlines and budgets
- Represent accurate and timely reporting cost analysis of recruitment
- Prepare daily report about attending and absenting.
- Do all necessary investigations in case that will correct workers' behavior

Employer: SKY - CTS Group
Position: - Group Talent Acquisition Lead
Construction - Facility- real estate- Oil Gas- Hospitality
Period: - Feb. 2020 – July2022
Head count: (1500 - 2000 Employee)

Park St.

Responsibilities:

- Managing the full end to end recruitment process
- Managing several teams to fulfill the internal and external clients' needs
- Prepare recruitment plans
- Visiting clients to build and develop relationships
- Setting KPIs and provide feedback to subordinates
- Ensure that vacancies filled in accordance with agreed deadlines and budgets
- Represent accurate and timely reporting cost analysis of recruitment campaigns and monthly reports of recruitment performance
- Understanding of employment law and how it relates to recruitment
- Take part in interview process related to senior, supervisory and managerial levels
- Ensure that recruitment policies, procedures and techniques support the business objectives
- Review the issuance of offer letters to new hires
- Supervise the good keeping of recruitment records
- Recommend changes and development to processes and procedures to improve the efficiency of the department.
- Continually review operational practices to ensure best practice is delivered

Employer: M2 Development
Position: Sr. HRBP
Period: Sep. 2019 – Feb. 2020
Head count: (30 - 50 Employee)



Responsibilities:

- Prepare daily report about attending and absenting.
- Do all necessary investigations in case that will correct workers' behavior.
- Oversee the Development plans of the workforce needs.
- Prepare recruitment plan.
- Conduct new comers' orientation and on-boarding process
- Prepare and send all social insurance forms
- Support in payroll monthly reports
- Prepare Labor certificates / Labor forms, social insurance forms / Social insurance letters, medical insurance Procedures
- Prepare all new hire documents (contract, code of contact, form 1...)
- Organize the recruitment and selection process in order to achieve the Man Power Plan
- Create and update job descriptions and job analysis
- Conduct reference checks
- Support in new employee orientation and on-boarding programs
- Implement performance appraisals plan
- Support supervisors and manager on 90 days evaluation

Employer: EFS Facility services
Position: HR Generalist
Period: May. 2016 – Sep.2019
Head Count:(700 - 1000 Employee)



Responsibilities:

- Prepare daily report about attending and absenting.
- Do all necessary investigations in case that will correct workers' behavior.
- Oversee the Development plans of the workforce needs.
- Prepare recruitment plan.
- Conduct new comers' orientation and on-boarding process
- Prepare and send all social insurance forms
- Support in payroll monthly reports
- Prepare Labor certificates / Labor forms, social insurance forms / Social insurance letters, medical insurance Procedures
- Prepare all new hire documents (contract, code of contact, form 1...)
- Organize the recruitment and selection process in order to achieve the Man Power Plan

Employee: EDGE Construction Company

Position: Recruitment officer

Period: Jan 2015 –May. 2016

Responsibilities:

- Source qualified candidate's accord to relevant job criteria use (computer databases, network Internet
- Recruiting, media, recruiting firms.
- Recruitment of suitable blue-collar candidates.
- Maintain a recruitment database.
- Deal with all candidate and client inquiries.
- Obtain reference checks and process candidate

Education:

Faculty of Law: Zagazig University

Graduation year: (2010-2011)

MBA in progress : Swiss school of management

Training & Certifications:

Diploma in Human Resources Management	Zagazig university
Diploma in Human Resources Management	EGY Cham
Recruitment workshop	EGY Cham
Personnel Workshop	HCC
Payroll workshop	HCC
OD workshop	HR passport

Personal Information:

Date of Birth: 01-01-1989

Military Service: Exemption