

Aiman Mohamed Rashed

E (mail):aiman.rashed@outlook.com

Tel (mob) (+2)01002844772(home) (+202) 25271034

20 Mohamed Bayomi St.Maadi-Cairo

Summary:

HR and Business Excellence Manager with more than 16 years of experience across different industries

My expertise includes leading change, increasing performance and productivity, and designing and developing all human resources and operation systems

Education:

Faculty of Mass communication, Minia University

- Graduation date: May 2008
- Major: Radio and TV
- Grade: Pass
- Project grade: excellent.

Professional experience:

- **Working at MATGR for engineering and trading** from 08/2021 till Now

Business Excellence senior Manager

From 01/2026 till Now

- Conducting business process analysis and recommended improvements for enhancing efficiency and customer satisfaction.
- Support the implementation of process improvement initiatives, including data collection and analysis.
- Develop and implement new processes and procedures to improve operational efficiency.
- Analyze data to identify operational trends and opportunities for improvement
- Coordinate with other departments within the organization to ensure the successful implementation of initiatives
- Contributed to cross-functional improvement projects, providing insights and recommendations.
- Assisted in change management efforts by providing support in communication and training activities.
- Prepared reports and presentations to communicate the company and projects' updates and outcomes to stakeholders.
- Collaborated with the top management to achieve the annual objectives and meet deadlines.

- Preparing the annual business plan (ABP) with the top management and unit heads
- Create and discuss the quarter business review (QBR).
- Developing and executing reports for the quarterly MATGR KPIs and following up with the teams result in achieving 100% every quarter.
- Recommend action plans based on competitive insights.

Business Excellence Manager

From 08/2021 till 12/2025

- Analyze, document, and improve business processes using methodologies like Lean Six Sigma to enhance quality and efficiency.
- Track KPIs, develop dashboards, and prepare performance reports to evaluate company success and identify bottlenecks.
- Align operational initiatives with MATGR strategies; ensure compliance with internal standards and external audits.
- Lead cross-functional projects, manage change initiatives, and facilitate improvements across different business units.
- Create and maintain Standard Operating Procedures (SOPs) and implement quality control frameworks.
- Mentor team members, conduct coaching sessions, and communicate with leadership to identify business pain points

- **Working at I attach for Human Capital Development**

Co-founder and Operational Director

From 10/2013 till 07/2021

Recruitment:

- Strategically Co-Managing the overall Corporate Strategy
- Coach recruitment team improving their soft/hard skills with preparing workshops.
- Directly responsible for making sure employees work together, that employee morale stays high, and those workers remain motivated and oversee their company's budget, with the majority of their focus on profitability.
- Prepare and making sure that we are stick to the Budget plan
Conduct interviews if important to allocate the propriety candidate as well as to monitor and improve interviewing skills of recruitment team.
Approve job advertisements prior to publishing, ensuring advertisement contents are up to standards and conformed to legal and recruitment essentials.
- Manage employment fairs and recruitment events; determining promotion material, brochures, banners and further particulars complying with our budget requirements.
- Conduct and perform the interviews with job applicants in addition to writing detailed job descriptions from data obtained.
- Contact the client to collect all needed data to proceed the offer .

- Follow up with both of the clients and candidates on completion of the recruitment process.
- Build up and expanding the client list.
- Build and expand the candidates data base .
- Responsible of hiring the new staff.
- Supervise Recruitment Team.
- Participate at the employment Fairs representing the company .
- Prepare and submit a weekly achievement report .
- Responsible for headhunting process , starting with preparing a list of the targeted companies ending with interviewing the short list candidates .
- Evaluate and assisting clients in their recruitment needs after understanding their corporate objectives and business structures.
- Source the candidate through head hunting, references, networking sites, advertisements and the data base.
- Conduct interview on behalf of the customer and short list prospective candidates.
- Manage the complete recruitment process for sourcing the best talent from diverse sources.
- Understand the needs of clients and candidates during the recruitment process and ensure that their expectations are met.
- Explore potential business avenues for achieving increased business growth & initiating market development efforts.
Establish excellent relationship with the clients and candidates
- Monitor the entire process of sourcing till the final placement of the candidate's in terms of quality, service delivery and as per timelines to ensure effective placement of candidates.

Training & Development:

- Prepare annual training needs analysis (TNA) for our Clients .
- Managing "Corporate Training" Business Unit
- Supervising Training Material and Curriculum Design and Development
- Determine trainings cost
- Preparing and making sure that we are stick to the Budget plan
- Manage the R&D team and develop new training material, case studies and business games.
- Recruit the ideal Trainers for the tailored programs

HR Consultancy:

- Prepare satisfaction survives for all employees to know How satisfied they are with the company's policies & Procedures and know their suggestions to reach the best work environment to increase their productivity
- Prepare company's Hierarchy, create job Profiles for each post, link to effective KPIs, & update regularly for our clients.
- Participate with our Clients in creating their companies Policy and procedures
Create HR Manual for our Clients

- Present an awareness introduction for Job profiles & performance appraisal for all our clients' employees.
- Ensure effective implementation to the HR policies and procedures
- Support specific performance improvement initiatives, through the implementation of a new behavioral competency framework and 360-degree feedback process
- Participating in the opinion surveys and rap sessions, making the analysis, providing and implementing recommendations.
- Work in executing the performance management system, ensure the identification of the individual training needs.
- Create Performance Appraisal system (360-degree Appraisal)
- Develop and update competency model and link the model to the selection, performance appraisal and training systems.
- Create Induction Manual for our Clients
- Collect information about the market regarding the salary ranges and using the data in creating the grading system and salary structure.
- Participate in the HR committee used for evaluating the jobs
- Create Compensation and benefits system for our clients
- Manage the corporate induction program
- Create Talent Management System and Succession plan for each post
- Prepare Annual Manpower plan and HR Budget for Our Clients

Admin:

- Handle office facilities Maintenance
- Solve all general problem in the Office.
- Follow up all Purchase Orders for the company Such as stationary, Facility maintenance requirements, ETC...
- Responsible for our clients' training Materials' purchases
- Manage and evaluate the performance of suppliers' services
- Negotiate and define price, quality, service and payment parameters

- Working at ECAM (Egyptian Company for Advanced Media) (WASEL Classified Newspaper)

HR and admin Supervisor (Acting as HR and Admin Manager)

From 08/2011 to 09/2013

I Started at ECAM From Its Establishment so I Participated to create HR system at ECAM so my responsibilities are

Recruitment:

- Achieve an effective recruitment process, starting from posting vacancies, till interviewing & short listing.
- Implement CVs database & potential pool of candidates through various channels.
- Supervise over Hiring Arrangement completion
- Prepare Annual Recruitment Plan and budget

Training & Development:

- Preparing annual training needs analysis.
- Implement set training plan with least cost & maximum quality possible.
- Maintain an updated pool of Training Service Providers & Meeting with Potential service providers & acquiring offers.
- Coordinate with department managers to deliver an effective development plan for subordinates.
- Create Company's Induction Manual

OD & Performance Management:

- Prepare company's Hierarchy, create job Profiles for each post, link to effective KPIs, & update regularly.
- Develop and update competency model and link the model to the selection, performance appraisal and training systems.
- Participate with the board of directors in creating company Policy and procedures
- Create HR Manual
- Present an awareness introduction for JD & performance appraisal for all employees.
- Supervise over the company's applied appraisal process & assure the effectiveness of process implementation.
- Ensure effective implementation to the HR policies and procedures
- Provide employees with information about HR policies, rules and regulations, job duties, working conditions, salaries, opportunities for promotion and employee benefits.
- Work in executing the performance management system, ensure the identification of the individual training needs.
- Create Performance Appraisal system
- Oversee the annual appraisal process, monitoring compliance with the timetable and working to ensure consistency of quality in appraisal documentation.
Manage the corporate induction program
- contribute to the development of policies and procedures in collaboration with company's Directors
- Create Talent Management System and Succession plan for each post
- Prepare monthly, quarterly and annual reports about HR department

- Prepare Annual Manpower plan and HR Budget

Admin:

- Handle office facilities Maintenance
- Solve all general problem in the Office.
- Follow up all Purchase Orders for the company Such as stationary, Facility maintenance requirements, ETC...
- Manage and evaluate the performance of suppliers' services
- Negotiate and define price, quality, service and payment parameters
- Develop strong relationship with suppliers
- Contribute to building up contracts with suppliers

- **Working at Al Safa for mechanical contracting** from 08/2008 to 07/2011

HR specialist

From 08/2008 to 01/2010

- Identify staff vacancies and recruit, interview and select applicants.
- Plan and conduct new employee orientation to foster positive attitude toward organizational objectives.
- Responsible for CV-Bank establishment and updating

Senior HR Officer

From 02/2010 to 07/2011

- Identify staff vacancies and recruit, interview and select applicants.
- Plan and conduct new employee orientation to foster positive attitude toward organizational objectives.
- Analyze training needs to design employee development, language training and health and safety programs.
- Making Job Analysis and Job Description To All Employees and any new creation post .
- Responsible for CV-Bank establishment and updating
- Prepare Recruitment budget and Plan for each project

Courses:

- HR diploma at Oxford training college
- Decision making and problems solving at Cairo Univ.
- Operational excellence at ESLSCA University

Computer skills:

- Perfect on using Microsoft systems and internet

Personal information:

- Marital status: single.
- Place of birth: Maadi, Cairo.
- Date of birth: 7\5\1987
- Military status: exempted

Languages:

- Arabic: native language.
- English: V.good in common both of writing and speaking.
- German: fair in common both of writing and speaking.

Personal skills:

- Excellent in time management and Fast and quick decision maker
- Good appearance and communication skills
- Ability of making conversations and convincing
- Ability to meet deadlines successfully maintaining the quality of work
- Able to work under pressure and manage stress
- Participating, creative and activity

Certificates:

- HR diploma from Oxford training college
- Decision making and problems solving from Cairo Univ.
- Operational excellence at ESLSCA University

