

BADAWY HASSAN SELMY, MBA.

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➤ Summary

A dedicated HR Manager with more than 19 years of experience in managing a full spectrum Human Resources program, services and functions. Worked in Egypt. Badawy curved his successful career in HR by many achievements in all HR aspects and treats such as the heavy recruitment environment with solid know-how in areas of manpower planning; talent acquisition; Benefits & compensation schemes; Employee relations; Performance Management Systems; Supervise the HRD data transition / integration of systems and formulate HR policies and producers which achieves and balances the employees benefits as well as the Company objectives. Badawy has demonstrated strong leadership, ownership and responsibility in achieving corporate business objectives. I have worked in renewed organizations which have thousands of employees. Worked in different fields; such as; pharmaceutical, furnishing and interiors, construction, Electronics & Home appliances, integrated energy, Engineering, food & beverage and fast Track projects via EPC Companies.

Badawy has gained good exposure to various cultures with a high level of awareness of different clients & staff needs. Has the ability to adapt to different work environments as well as all levels of Management.

➤ Career Objective

I'm looking forward to creating HR value chain through strategically talent management in the organization, most importantly Increasing the talent pool to achieve the firm's visions, additionally balancing the company's interest and employees through an evaluation of performance and the application of governance and organizational justice and control system and promoting the Human Capital sustainability efficient functions and growth.

➤ HR Career Accomplishments

- 2007: Managing Implement many relevant training courses since 2007 for my colleagues / coworkers / subordinates /Managers to fill their performance gap after tracking overall their work efficiency or follow their appraisals.
- 2008: Managing human resources at all business sectors to Increase net profit.
- 2012: Lead HR teams through managing two factories and more than 1k employee in the same time.
- 2013: Restructure the company according to business needs, modification of the scope of jobs, set new job titles, and new grades which affect salaries to be executed in the monthly payroll.
- 2014: I have chosen to be member of the Elders Committee, which was tasked with preparing a draft of the new Egyptian Labor Law.
- 2015: Participate in obtaining a certificate ISO 9001&14001&18000, and annual renewal till 2019.
- 2016: Contributed in obtaining more than kind of ISO certificates and specially (Son3 fi Masr) ® with total grade 97%. And also, (SEDEX) international certificate.
- 2016: Managing strategically with Quality assurance Department to cascading Overall company goals and follow up what was achieved in the scope of Human Resources main Activities and daily work from-till 2019.
- 2017: Led several transformation projects (setting company policies & procedures, setting the formal Communication system, changing from a manual system to Odoo).
- 20,2021:Decrease turnover ratio through deep analyzing exit interview data and put root causes for retention.
- 2021Increased Headcount (95 to 1200) over all Egypt territories & all positions levels after the end of the repercussions of Corona 2021.
- 2023,2024: Became one of Executive board committee member for establishing annually Business plans.

➤ **Qualifications**

- MBA, International Accreditation from Rome business School; Dec – 2022 GPA (3.5) with Grade A.
- Human Resources Management Professional Diploma, from Regional IT Institute Training –Riti A+ Grade 2010.
- Human Resources diploma, Accredited Certificate from Cambridge Training Colleague Britain Career Development Organization –CDO
- Mini Master of Business Administration Diploma, From Knowledge Academy.
- (ICDL Certificate) From ICTC Center
- Business Communication, Business English course, (New horizons Center)
- Workshops (Full Day) From ITC Center,
 - How to deal with your manager
 - Effective Interviewing Skills
 - Human Resource Performance
- Value Stream Mapping, and Effective communication skills from Orient Academy.

➤ **HR Expertise Areas**

- Strategic HR (planning, budgeting, forecasting, ratios analysis).
- HR management (governance, audit, control, risk assessor, operations, administration).
- Recruitment (talent attracting, head hunting, manpower planning, succession plan).
- Training (TNA, dynamic plan, coaching, ROI of training, training)
- Paying plan (salary scale, rewarding system, compensation & Benefits policies, payroll)
- Efficiency of the HR value chain.
- Organization development (organization chart, authority Matrix, grading system, Policies, Procedures).
- Job Profile (job description, career bath, competencies Matrix).
- Performance management (appraisal, KPIs, evaluation methods).
- Employee Relations (engagement, people analytics, employee handbook, social activities, events).
- Legal compliance (social insurance, labor law, salary tax).
- Personnel (HRIS, onboarding process, contracting).

➤ **Work Experience**

From July **2024** till Present.
Employer: Inertia Construction.

Position: Human Resources & Admin Manager.

From March **2023** till June **2024**.
Employer: FORWARD For Construction & Real Estates.

Position: Human Resources Manager.

From August **2021** till Feb **2023**.
Employer: Abou Seif Group for Trading & Electronic Manufacturing.

Position: Human Resources Manager.

From December **2019** till July **2021**.
Employer: ENBLOM Limited for contracting - EPC.

Position: Human Resources & Admin Manager.

Hiring Date: April **2011** till November **2019**.
Employer: Oil Tec for Oils & Oleo Chemicals Group.

Position: Human Resources Sector Manager

From October **2009** till March **2011**
Employer: Living in Interiors – Real Estates Development

Position: Human Resources Section Head

From April **2009** to September **2009**
Employer: ELSEWEDY CABLES (Transformers segment)

Position: HR Supervisor (Training & Recruitment)

From August **2008** to April **2009**
Employer: Seif Pharmacies Group

Position: Senior Human Resources Specialist

From April **2005** to August **2008**
Employer: Pharma overseas for medical distribution

Position: Human Resources Specialist

➤ **Job Duties & Responsibilities:**

Talent Acquisition:

- Create the annual recruitment plan with the dept. heads and discuss the final plan with the direct manager.
- plan and manage their time to meet recruitment goals and deadlines. The hiring process is often time-sensitive, and time management gives them the upper hand in a competitive job market.
- lead recruitment teams, making leadership skills essential for this role. Effective leadership promotes collaboration, motivates team members, and ensures successful long-term recruitment strategies.
- promoting the organization's brand to attract top talent, which includes creating a positive and attractive image in the job market.
- Plan with concerning managers and department heads to understand job requirements & conducting interviews.
- stay updated on industry trends and applying best practices in talent acquisition.

Compensation & Benefits:

- Update the payroll system and creating Salaries range with all changes related to market schemes and Surveys.
- Managing and approve all payroll, overtime calculations and modifications on a monthly basis within authorities.
- Approving the determined Gross salaries for employees and supervising their additions in Payroll sheets.
- Monitoring Calculate the tax or social insurance required by law on the employees' salaries.
- Developing incentives and benefits processes granted to employees according to job grades.

Organization Development:

- Create company's policies and procedures in compliance with the Labor Law and the company's internal policy.
- Create, maintain & update the organization & departmental charts.
- Create and update all JD'S and make sure that each employee has his approved job profile and assignments.
- Managing all relations regarding to deal with any service provider such as medical care, rents, organizers, Etc.....

Performance Management:

- develop policies that can affect employee performance and aligning them with the company's mission and goals. ...
- Creating measurable performance-based expectations through creating proper workflows and forms.
- Mentoring the performance processes with insightful developmental feedback to team members and colleagues with periodic reviews.
- Guide evaluators with the proper initiatives when conducting periodic evaluation and PDP discussions.

Training & Development:

- Manage, Create the annual training plan in accordance with the departments' heads and the employee's need for the current & future job requirements.
- Proceed with the training needs in liaison with the training providers.

Personnel:

- Manage all aspects related to the personnel function.
- Reviewing the new comers' employment contracts.
- Monitoring the governmental documents related to the new comers and existing employees.
- Follow-up on the attendance & vacations of employees and taking necessary actions for the related issues.

Audit & ISO:

- Ensure that all the HR Forms are following the ISO requirements
- Represent the HR in the internal & external audits.
- Make proper transformations when needs to be aligned with international standardizations of operations.

➤ **Competencies**

- Visionary, strategic thinking, organizational skills, target Achiever.
- Effective leadership, influencing People Skills, inspiring Others.
- Analytical thinking, generating creative ideas, intelligent work.
- Top Notch communication, prioritizing tasks, multi-tasking, problem-solving, Negotiation, compromising, persuasive., and team Player.
- Self-motivated, emotional intelligence, dedicated, assertive, persevering attitude, discrete ethical, intercultural sensitivity, positive attitude.
- Learning, coaching, public speaking, and unique presentation skills.
- Objective-oriented, people-oriented, and detail-oriented.
- IT (HRIS, office, time attendance, Transfer wages bank, Odoo, Visio, Power Bi and MS Office professional).
- Language (Arabic: mother's tongue, English: reading and writing: Excellent - Speaking: very good).

➤ **Main career target**

- Guide executive management to effectively manage and optimize the human capital by developing, recommending, implementing & coordinating programs and policies related to Employment/Staffing; Compensation & Benefits, Performance Management; Training; Career Management and Employee services.

➤ **Personal Details**

- Nationality : Egyptian.
- Place of birth : Cairo.
- Education : Bachelor of law, Sep 2000– May 2004, Ain-Shams University.
- Date of birth : 20th August 1983.
- Military Service : Fully Exempted.
- Marital Status : Married.
- Dependents no : Four.
- driving license : Have.
- hobbies and Activities : Travel abroad, Scientific Research, Theater, Cinema, Reading.
- Passport Num. : A2582240

Rome Business School

in virtù del proprio regolamento e su
indicazione del corpo docenti, conferisce a

by virtue of its regulations, and on the
recommendation of its faculty, awards to

Badawy Hassan Emam Selmy

che ha superato e completato tutti gli esami previsti
dal corso di studi, il

who has completed the course of study and passed
the prescribed examinations, the

MBA-Master in Business Administration

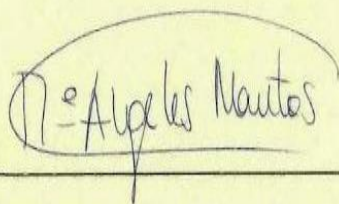
MBA-Master of Business Administration

Con Specializzazione in Management delle Risorse Umane

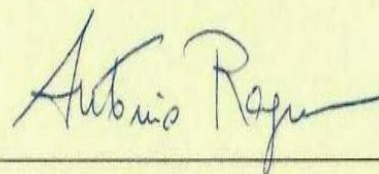
With Specialization in Human Resources Management

in data 1 Dicembre, 2022

on December 1, 2022



Sig.ra María Ángeles Martos Molina - General Manager



Sig. Antonio Ragusa - Dean