

# Ayman Khalil Hassan

| HR Professional |

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## SUMMARY

With over a decade of diverse HR experience within multinational and national corporations as well as NGOs, complemented by my MBA in HR management, I have consistently demonstrated my proficiency in various HR domains, including recruitment, employee relations, policy development, performance management, payroll, and training. My commitment to enhancing the employee experience and fostering a positive and productive workplace is evident through my successful initiatives in performance assessment, succession planning, reward systems, skills metrics, job evaluation, and employer branding. I am passionate about driving organizational excellence through HR strategies and practices.

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## KEY COMPETENCIES

Talent management	Payroll	Career Development
Strategic planning	Total Rewards Strategies	Team leadership
Client relationships	Negotiations	Communication
Performance management	HR Legal Knowledge	Operations management
New Hire Orientations	Job evaluation	Workforce Management
Talents Assessments	Individual Development Plan	Training Need Analysis
Oracle Fusion HCM	Power BI	Advanced Excel analysis

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## PROFESSIONAL EXPERIENCE

### Taif Group - UAE | HR Manager & Digital Transformation Lead | Dec 2025 - March 2026

- Manage full HR operations, including recruitment, performance management, training, and employee relations.
- Lead the digital transformation of HR processes through Oracle Cloud HCM implementation.
- Act as key user and main liaison with vendors for system setup, configuration, and optimization.
- Streamline HR workflows, automate processes, and improve data accuracy and reporting.
- Support change management and train teams for smooth adoption of new HR systems.

### Nas Luxury Real Estate LLC - UAE | HR Manager | Jan 2024 - Nov 2025

- Lead HR strategy aligned with business goals
- Manage recruitment, employee relations, and performance management
- Oversee compensation, benefits, and HR policies
- Drive training, development, and employee engagement initiatives
- Provide HR metrics and decision support to management
- Ensure full compliance with labor laws and regulations

### INDUSTRIAL MODERNIZATION CENTER - Egypt | Talent Management Lead | November 2021 to July 2023

- Develop talent management systems, succession planning, and mentoring programs
- Lead talent acquisition, sourcing, interviewing, and hiring processes
- Design onboarding programs and internal career path frameworks
- Support high-potential talent with resources aligned to strategic goals
- Measure learning & development effectiveness using KPIs and training metrics
- Drive performance management communication and talent assessments

## **INDUSTRIAL MODERNIZATION CENTER - Egypt | Capacity Building & Employability Lead | Feb 2019 to Nov 2021**

- Lead workforce development projects promoting technical and vocational training
- Conduct labor market and skills needs assessments through professional surveys
- Align training programs with industry requirements and business competitiveness
- Select and manage training consultants and program delivery
- Coordinate with stakeholders and promote program initiatives
- Evaluate training impact and report outcomes to senior management

## **INDUSTRIAL MODERNIZATION CENTER - Egypt | Senior Human Resources Specialist | Jan 2017 to Feb 2019**

- Develop and execute HR strategies aligned with business objectives
- Manage employee relations, grievances, and workplace issues
- Evaluate and optimize recruitment and selection processes
- Lead performance management, compensation, and benefits programs
- Identify training needs and manage learning & development initiatives
- Provide HR analytics and ensure full legal and policy compliance

## **EGYPT TEDA - Egypt Human Resources Business Partner - HRBP | Nov 2015 to Dec 2016**

- Analyze HR metrics and workforce trends to develop policies and people solutions
- Lead complex employee relations cases, investigations, and disciplinary actions
- Ensure compliance with labor laws, minimizing legal and operational risk
- Support workforce planning, restructuring, succession planning, and contracts
- Identify training needs and evaluate learning and executive coaching programs

## **EGYPT TEDA - Egypt | Senior Human Resources Generalist | Mar 2014 to Oct 2015**

- Support implementation and compliance of HR policies and procedures
- Prepare and verify payroll, attendance, leave, and wage records
- Assist in recruitment activities, interviews, and talent database management
- Coordinate training needs assessment and program execution
- Manage labor contracts, renewals, terminations, and employee records
- Support employee qualification assessments and retirement procedures

## **DOOSAN Power Systems- Egypt | Human Resources Project Specialist | Jan 2013 to Feb 2014**

- Interpret employment records, regulations, and HR documentation
- Coordinate with departments and stakeholders on recruitment and personnel matters
- Organize employee orientations, HR meetings, and internal programs
- Prepare HR documentation, forms, references, and written materials
- Maintain accurate payroll and employee data, including updates and validations
- Communicate HR policies, benefits, working hours, and leave procedures to employees

## **PALMERA Beach Resort- Egypt | Human Resources Assistant | Jan 2012 to May 2012**

- Provide clerical and administrative support to HR executives. This may include tasks such as answering phone calls, greeting visitors, distributing mail, preparing correspondence, scheduling meetings, and maintaining office supplies.
- Responsible for maintaining accurate and up-to-date employee records and documentation.
- Assist with the recruitment process by posting job advertisements, screening resumes, scheduling interviews, and conducting background checks.
- Provide support for payroll processing by collecting and maintaining time and attendance records.

## SUEZ MARINE SAFETY CO- Egypt | Custom Clearance Representative | 2010 to 2012

- Study customs clearance requests, and make arrangements for power of attorney and contract with the owner of the goods, according to the case, and the organization of the transactions relating to consignments.
  - Preparation of documents relating to the goods intended for export, and the submission of documents to the customs authorities, and follow-up completion Transactions and documents.
  - Preparation of financial records, and follow-up process of accounting customers, billing, and collection value. Preparing and issuing reports Technical Working  
Follow-up and monitor the implementation of procedures and instructions for Occupational Safety and Health.
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## TRAINING AND WORKSHOPS

- **Oracle Fusion HCM Consultant** | Next Academy | Feb 2026
  - **Data Analysis** | Online | Oct 2025
  - **Technical recruiting** | LinkedIn | Feb 2022
  - **Communicating Employee Rewards** | SHRM | Jan 2022
  - **People Analytics** | LinkedIn | Jan 2022 **Strategic Human**
  - **Resources** | SHRM | Jan 2022
  - **Project Management Professional Preparation** | Canadian Chamber of Commerce | Feb 2017
  - **Advanced leadership** | Just HR | Apr 2016
  - **Competency Based Interviewing** | Just HR | Jan 2016
  - **Compensation and Benefits** | Just HR | Feb 2016
  - **Performance Management** | Just HR | Feb 2016
  - **Outward Bound Diploma** | Tianjin Gezhi management consulting | Nov 2014
  - **Human Resources Business Professional** | Jobeex |Nov 2014
  - **Professional Certified HR Training and Development** | KNOWLEDGE Consulting and Talent Development | May 2013
  - **Professional Certified HR Planning** | KNOWLEDGE Consulting and Talent | Feb 2013
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## HONORS & AWARDS

- Outstanding employee | China Africa TEDA | 2015
- Monthly star | Egypt TEDA | Jul 2016
- Monthly star | Egypt TEDA | May 2016
- Outstanding employee | Industrial Modernization center | 2022

## PERSONAL INFORMATION

- Nationality: Egyptian
- Date of Birth: 6/1/1991
- Marital Status: Married /Son
- Military Status: Exempted
- Driving License: Available

## EDUCATION

- **Helwan University - Egypt**  
Bachelor of Laws: General Law 2011
- **Paris Eslsca University - Egypt**  
MBA: Human Resources Management 2018 | GPA : 3.34

## LANGUAGE

- Arabic - Mother language
  - English - Fluent - C1
  - German - A1
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