

# Ahmed Shaheen

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## Objective

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Seeking a position in **People Management** that fits with my experience for (+ **14 years'**) in progressive organization where I can make good use of my job experience and professional knowledge to perform my job well.

As A **People & Culture Business Partner**,

I have a wealth of experience and expertise in the field of human resources. I possess a strong understanding of HR principles, policies, and practices, and I am skilled in delivering engaging and effective instructional sessions. With a solid track record of success in facilitating learning, I am dedicated to equipping professionals with the knowledge and skills necessary for HR excellence. My commitment to staying updated with industry trends and my ability to create a positive and inclusive learning environment make me an asset as **People Manager**.

## Education

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### Cairo University

Class: (2024– Postgraduate) – **DBA - Doctorate of Business Administration - Major: Business Administration**

### Arab Academy for Science, Technology and Maritime Transport (AASTMT)

Class: (2021 Till 2023) **MBA- Master of Business Administration – Major: SME's**

### Cairo University

Class: 2006 Till 2010 - **Faculty of Law**

## Certifications

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### Highly American Institute for Business Training

**CPT - Certified Professional Trainer** (Class: 2012: 2013)

### K-sad American Institute

**Diploma In Human Resources Management** (Class: 2011: 2012)

## Experience

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### **BIOPHARMA**

(180 Manpower) - (Pharmaceutical Manufacturing)



**People & Culture Consultant**

April 2026 - Present

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### **GMECH Group**

(1200 Manpower) - (Contracting, Industrial Machinery Manufacturing)



**People & Culture Manager**

Jan 2022- Mar 2026

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### **Dakahlia Group**

(7000 Manpower) - (FMCG-Food & Beverage Production-Manufacturing-Agriculture-Poultry-Chemicals)



**HRBP -HR Business Partner**

Dec 2018- Dec 2021

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### **Organizational Development**

- Formulate & develop policies and procedures to support the business strategy and practice.
- Create job design, job descriptions and the correct grading of jobs.
- Formulate & update group organization chart.
- Develop methods to improve employment policies, processes, and practices, and recommend changes to management.
- Diagnose potential organizational problem areas and assist in solving it.
- Create and conduct surveys to determine organization area of improvement and Employee satisfaction.
- Monitor Performance Management System
- To oversee the annual appraisal process, monitoring compliance with the timetable and working with the Group HR Manager to ensure consistency of quality in appraisal documentation.
- Develop methods of measuring performance management aligns with organizational goals.
- Identify data collection tools, data sources, benchmarks, and performance targets.
- Create and implement programs that connect employees with business goals.
- Consult with management and other leadership to identify appropriate learning and OD programs to support business goals.
- Formulate, organize and execute overall learning and OD programs in line with the strategy to support organization's development.
- Support with talent assessment, providing coaching sessions, and analysis / development of talent management systems, succession planning and processes related to performance management, career planning, business continuity and culture.

### **Learning & Development**

- Manage the corporate induction program.
- Develop the talent management and succession planning and coordinate the contributions of key stakeholders to ensure effective implementation.

- Work with line managers on the design and delivery of appropriate and relevant Personal Development Plans for their staff; to commission and evaluate agreed internally delivered interventions and to ensure best use of the budgets.
- Develop coaching and mentoring to support staff Improvement & achieving Personal Development Plans.
- Delivering training, facilitating workshops and leading cross organizational working groups & action learning sets

### **Marbella for Food Industries - (2000 Manpower)**

(FMCG-Food & Beverage Production)

(Gum – Hard candy – Soft candy – Noodles – Biscuits – Chocolate - Nougat)



#### **Human Resources Section Head**

**Feb 2017 – Nov 2018**

- Participate in Preparing manpower plan according to company's business plan and in coordination with departments' heads, determining expected number of needed employees, and the ways and channels to recruit.
- Perform in-person and phone interviews with candidates
- Conduct Job Analysis for All Positions in the Company Hierarchy.
- Preparing training needs analysis (TNA) of the staff in collaboration with line managers and identifying the purpose for Requested training, searching for best offers from training providers, prepare training, and coordinating between Training centers and trainees.
- Performance Improvement Based on Career Path Developing and Succession Plan to Make Employees Loyalty and Satisfied to Grow.
- Managing Medical insurance whether governmental or with private medical care company.
- Conducting new hires orientation & Conducting exit interviews.

### **Mahgoub for Ceramic and Porcelain**

(900 Manpower) - (Retail and Commercial Sector)



#### **Senior Human Resources Specialist**

**Feb 2014 – Jan 2017**

- Assist with performance management processes, including goal setting, performance reviews, and feedback.
- Support the design and delivery of employee training and development programs.
- Support in developing and implementing an effective exit interview process to gather feedback from departing employees.
- Analyze the feedback received from exit interviews and identify trends or common issues then report and present the findings
- Assist in designing and managing delivering an effective onboarding program that includes orientation, training, and ongoing support for new hires.
- Assist is analyzing the Employee Engagement survey results and prepare reports and presentations that summarize findings and make recommendations for improvements.
- Contribute in working with key stakeholders, to developing action plans to address identified issues.
- Contribute to the development and implementation of retention strategies to reduce turnover rates.

### **El Adawy Factory**

(500 Manpower) - (Spinning and Weaving Manufacturing)

**HR Generalist**

**Dec 2011 – Jan 2014**

## Skills

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Performance Management
Interpersonal, Negotiation & communication skills
People Management
Team Management & Development
Learning & Development

## Self-Study (LinkedIn Learning)

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360-Degree Feedback	Measuring Learning Effectiveness
HR Business Partner	Strategic Human Resources
Value Stream Mapping	Organization Design
Gamification of Learning	Running Company Onboarding
Employer Branding to Attract Talent	Organizational Learning and Development

## Training Courses

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<b>FNFF – Finance for Non-Financiers</b>	<b>PMP –Preparation Course</b>
2020 / Logic Training Center	2018 / ENGOSOFT
<b>Supply Chain Basics Workshop</b>	<b>PHRI Preparation Course</b>
2017 / Career Advancers	2017 / EBS (Egyptian Business School)
<b>How to Be a Professional Recruiter Workshop</b>	<b>OD Practical Workshop</b>
2016 / Skills Bank	2015 / MST Training Consultancy
<b>Course In Business Analysis</b>	<b>Course In Effective Self Leadership</b>
2015 / Track International Academy	2014 /BCI (Business City International)
<b>Course In Strategic Planning</b>	<b>Course In Career Planning</b>
2013/ Creativity Foundation for Training	2012/ K-sad American Institute

## Achievement

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### Departments full Recruitment

Lead a hiring request for massive recruitment many times for an entire department or vacancies white and blue-collar (engineers – IT –ERP – Sales – accountant – warehouse - etc....) in many grades from entry-level to managerial level.

**TNA** - First, training needs analysis to all company sectors and design a full training agenda to fill the needs gap

### Lead and create graduate management program for agriculture engineers

### Corporate culture survey

Design and implement a corporate culture survey to measure how close the company's behavior matches its expressed values.

**KPI System** - Starting to implement a successful performance indicator for the company's various departments in cooperation with department managers

- Design /Deliver/Implement/Evaluate Training for all white & blue collars in many Industries.
- Plan / Set / implement PMS for all positions (MBO) and Calculating Training ROI.
- Implement All policies, Procedures and HR & Admin workways for all functions.
- Conduct Job Analysis and Design for Many Positions Moreover Deferent Lines and Industries.