

Mostafa Saleh Wageh

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Career Objective

Dedicated and results-driven HR and Organizational Development professional with proven expertise in Performance Management, Workforce Planning, and People Analytics. Experienced in aligning HR strategies with corporate goals through data-driven insights, process optimization, and strategic workforce initiatives. Seeking a leadership role to contribute to impactful organizational growth.

Education & Certifications

- Bachelor of Arts, English Tourist Guidance Section – Ain Shams University, 2015
 - Certified C-KPI & BSC – KPI Institute
 - Certified C-DISC – Thomas International
 - Certified OKR Foundation – OKR Institute
 - Performance Measurement Maturity Assessment (PM-MA) – KPI Institute
 - SPHRI Preparation Course – JOBEEX
 - International Leadership & Organizational Behavior – Università Bocconi
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Professional Experience

- **Freelance Consultant – Competency Development Framework Design**
Saudi Food & Drug Authority (Remote/Contract) | Jan 2025 – Jun 2025
- Designed and delivered a comprehensive Competency Development Framework covering technical, leadership, and behavioral competencies for multiple departments within the Authority.
- Conducted competency gap analyses, stakeholder interviews, and benchmarking against best practices in the regulatory sector.
- Developed role-based competency maps and proficiency levels to align with strategic objectives and regulatory requirements.
- Created implementation guidelines, assessment tools, and training roadmaps to support the rollout and sustainability of the framework.
- Facilitated workshops and training sessions for HR and departmental leaders to ensure understanding and adoption of the framework.

Key Achievement:

- **Successfully delivered the entire framework within six months under tight timelines, achieving 100% acceptance and endorsement by the Authority's executive leadership, and positioning the framework as the foundation for talent development and succession planning.**

Organizational Development Section Head

Square Engineering Firm | Feb 2025 – Present

- Lead enterprise-wide performance management strategy, integrating KPIs and OKRs with strategic objectives.
- Drive workforce analytics, including workload distribution, FTE modeling, and capacity planning.
- Developed and rolled out automated performance dashboards and reporting mechanisms for leadership insights.
- Conduct workforce segmentation and productivity analysis to optimize headcount and strategic workforce planning.
- Collaborate with Finance and Operations for budgeted vs. actual FTE analysis and resource optimization.
- Introduced predictive analytics for attrition and performance risks, enabling proactive action planning.
- Implement continuous performance tracking systems to support a culture of real-time feedback and improvement.
- Guide organizational design projects, including restructuring, role profiling, grading, and reporting lines to improve operational efficiency and agility.
- Partner with senior leadership to identify capability gaps, design interventions, and measure impact on performance and employee engagement.
- Led the design and implementation of the new "Square Performance Square" methodology across departments under a tight timeline, ensuring adoption, training, and alignment with corporate objectives.

Corporate Strategy and Organizational Development Senior Team Lead

Square Engineering Firm | Jul 2024 – Jan 2025

- Developed and implemented strategic frameworks for performance management using Balanced Scorecard (BSC) and OKRs.
- Led organization restructuring focused on job grading, career paths, and alignment of roles.
- Managed Organizational Development initiatives, analyzing and updating the structure to enhance operational efficiency.
- Conducted training sessions on KPI development and performance evaluation processes.
- Spearheaded employee engagement initiatives, improving satisfaction and retention.

- Developed data-driven performance reports to support strategic decisions.
- Managed change management processes during restructuring with minimal disruption.
- Partnered with department heads to align performance objectives with company strategy.

Organizational Development Team Leader

Elsewedy Electric Group | Nov 2023 – Jun 2024

- Formulated and developed policies aligned with business strategy and labor laws.
- Developed organizational charts, job descriptions, and competency frameworks.
- Managed performance appraisal, talent management, and succession planning.
- Delivered training sessions, workshops, and supported change initiatives.
- Implemented and monitored HRIS activities in line with corporate objectives.
- Measured impact of interventions on performance, efficiency, and retention.

HR Advisor

Guardian Global North Africa and the Middle East | May 2022 – Oct 2023

- Improved work relationships and productivity through HR initiatives.
- Finalized monthly payroll calculation and submitted reports to a third party.
- Developed, implemented, and evaluated training programs.
- Conducted talent reviews, succession planning, and employee satisfaction surveys.
- Implemented team-building programs and supported change management initiatives.

Organizational Development Supervisor

NASPS | Jun 2020 – May 2022

- Developed policies and procedures for all departments.
- Created and developed performance management systems and structures.
- Designed employee handbooks, workflows, workload analyses, and manpower plans.
- Implemented grading systems, pay scales, and job analyses.
- Supported recruitment, training, and OD teams.

HR Senior Specialist

Hub Real Estate | Jan 2019 – Jun 2020

- Set HR quarterly budget and strategy.
- Updated organizational charts, created job profiles, and implemented KPI systems.

- Managed OD tasks and medical insurance offers.
- Handled staff engagement events and prepared monthly HR reports.

HR Officer

Saudi German Hospital | Feb 2018 – Jan 2019

- Managed absence cases, updated employee files, and ensured policy compliance.
- Processed paperwork for new hires, interviewed foreign candidates, and handled contracts.
- Conducted exit interviews and maintained communication with foreign employees.

Senior Recruitment Officer

Misr El-Hejaz | Feb 2016 – Feb 2018

- Built and reported on hiring plans, created job ads, and screened resumes.
- Conducted interviews, trained hiring managers, and organized job fairs.
- Maintained a database of potential candidates for future openings.

Tele Sales Marketing Representative

Centro Global Solutions | Jan 2016 – Feb 2016

Call Center Agent – High Value Account

Vodafone Egypt | Apr 2015 – Dec 2015

Key Achievements

- Led the introduction and organization-wide rollout of the “Square Performance Square” method, ensuring full adoption within tight deadlines and overcoming cross-departmental challenges.
- Developed and led automated workload modeling tools, improving resource allocation efficiency by 25%.
- Reduced performance reporting time by 30% through dashboard automation and data streamlining.
- Introduced real-time performance tracking integrated with OKRs, increasing visibility and accountability by 40%.
- Spearheaded the redesign of workforce planning processes, leading to a 20% improvement in forecasting accuracy.
- At Guardian, restructured payroll and benefits for 100% compliance and a 30% boost in employee satisfaction.
- Led end-to-end change management for restructuring, minimizing resistance, and maintaining compliance with labor laws.
- At NASPS, improved workflow efficiency by 25% through restructuring and clear role definitions.
- Implemented a data-driven employee engagement strategy at Hub Real Estate, increasing retention and morale.

- Reduced recruitment cost by 18% through sourcing strategy overhaul and database optimization.
- Introduced job grading and competency frameworks, enabling transparency in career pathing and internal mobility.
- Recognized with multiple “Employee of the Month” awards for exceptional delivery and innovation.