

## Ahmed Abd ElSamad Wafi

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### SUMMARY

Strategic Senior Human Resources Leader with 15+ years of progressive experience driving HR transformation, organizational development, and talent strategies across diverse industries. Proven track record in aligning HR functions with business objectives, enhancing workforce performance, and building high-performance cultures. Expertise includes workforce planning, organizational design, performance management, and HR digital transformation, with a strong ability to deliver measurable business impact. Open to both strategic and operational HR leadership roles and currently exploring new opportunities.

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### CORE COMPETENCIES

- HR Strategy & Transformation
  - Organizational Development & Design
  - Talent Acquisition & Workforce Planning
  - Performance Management Systems
  - Compensation & Benefits
  - Employee Engagement & Relations
  - HR Policies & Compliance
  - HRIS & SAP Systems
  - Leadership Development
  - Executive Communication & Stakeholder Management.
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### PROFESSIONAL EXPERIENCE

#### Human Resources & Administration Director

#### MCC – Kervan Gida | Cairo, Egypt

Apr 2024 – March 2026

- Lead and execute HR strategy aligned with corporate objectives and expansion plans.
- Act as strategic advisor to executive leadership on organizational development and workforce optimization.
- Oversee full HR functions including talent management, C&B, OD, and HR operations.
- Drive employee engagement and retention strategies across the organization.
- Ensure full compliance with labor laws and governance standards.
- Utilize HR analytics to support strategic decision-making.

#### Key Achievements:

- Reduced employee turnover by 22% through engagement and retention initiatives.
  - Improved HR reporting accuracy and efficiency by 30% through HR systems optimization.
  - Enhanced leadership pipeline readiness for critical roles.
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## **Human Resources & Administration Manager**

### **HMTO Group | Cairo, Egypt**

**Feb 2023 – Mar 2024**

- Led manpower planning and end-to-end recruitment strategy.
- Redesigned organizational structure, job descriptions, and KPIs.
- Managed payroll coordination, budgeting, and HR operations.
- Implemented performance management systems and appraisal cycles.
- Led OD and organizational restructuring initiatives.

#### **Key Achievements:**

- Reduced time-to-hire by 25% through recruitment process optimization.
  - Developed organizational structure covering 100% of departments.
  - Improved HR process efficiency by 20%.
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## **Human Resources Manager**

### **Alhayah Corporation | Cairo, Egypt**

**Jan 2020 – Jan 2023**

- Developed and executed HR strategies and operational plans.
- Led organizational restructuring and process improvement initiatives.
- Managed HRIS and performance management systems.
- Designed compensation and benefits frameworks.
- Ensured compliance with labor laws and internal policies.

#### **Key Achievements:**

- Led restructuring initiatives impacting 300+ employees.
  - Improved employee performance outcomes by 20%.
  - Achieved 100% compliance in HR audits and labor regulations.
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## **Human Resources Manager**

### **Egy Serve | Cairo, Egypt**

**May 2016 – Dec 2019**

- Led talent acquisition and employer branding strategies.
- Managed succession planning and leadership development programs.
- Directed organizational development and job evaluation systems.

- Delivered HR analytics including turnover and retention insights.

**Key Achievements:**

- Achieved 100% manpower plan fulfillment within budget.
  - Reduced turnover by 18% through retention strategies.
  - Improved hiring efficiency by 30%.
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**Human Resources Manager – Commercial Sector**

**Egypt Foods Group | Menoufia, Egypt**

**Dec 2013 – Apr 2016**

- Established HR policies, procedures, and organizational frameworks.
- Led SAP HR module implementation.
- Designed salary structures, grading systems, and incentive schemes.
- Managed executive recruitment and leadership hiring.

**Key Achievements:**

- Implemented SAP HR system improving efficiency by **30%**.
  - Standardized HR processes across all commercial branches.
  - Enhanced internal equity through grading system redesign
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**Training Manager**

**Egypt Foods Group | Menoufia, Egypt**

**Dec 2010 – Nov 2013**

- Developed and executed company-wide training strategies.
- Managed training budgets and evaluated ROI.
- Promoted organizational learning culture.

**Key Achievements:**

- Increased training effectiveness and ROI by 25%.
  - Achieved 95%+ training completion rate across locations.
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**Human Resources Regional Manager**

**Mobinil (Franchise) | Delta Region, Egypt**

**Dec 2007 – Nov 2010**

- Managed regional HR operations across multiple sites.
- Led recruitment and employee relations initiatives.
- Supervised payroll and compliance processes.

**Key Achievements:**

- Reduced turnover by 18%.
- Improved time-to-hire by 25%.

- Ensured full compliance with labor regulations.

### **Senior Human Resources Specialist**

**P&G “Speed Distributor” | Tanta, Egypt**

**Aug 2006 – Nov 2007**

- Supported HR operations, recruitment, and onboarding.
- Assisted in performance management and employee relations.

#### **Key Achievements:**

- Reduced early turnover by 15%.
  - Improved onboarding process efficiency.
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### **Senior Training Specialist**

**Mo’men Group | Cairo, Egypt**

**Feb 2004 – Jul 2006**

- Delivered training programs and conducted training audits.
- Developed training materials and supported operational teams.

#### **Key Achievements:**

- Achieved 95%+ training completion rate.
  - Improved operational consistency across branches.
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### **First Assistant Manager**

**Americana Group (KFC) | UAE**

**Feb 2000 – Jan 2004**

- Managed daily operations and staff performance.
- Ensured customer satisfaction and service quality.

#### **Key Achievements:**

- Maintained customer satisfaction above 90%.
  - Improved team productivity during peak operations.
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### **Food & Beverage Supervisor**

**Hilton Hotels | South Sinai, Egypt**

**Sep 1997 – Jan 2000**

- Supervised F&B operations and service quality.
- Managed staff training and performance.

#### **Key Achievements:**

- Achieved high guest satisfaction scores.

- Improved service efficiency and team coordination.

## EDUCATION

- **PhD** in Business Administration (HR Management) – Ain Shams University (2024)
  - **Master's** in Performance Management – Helwan University (Very Good)
  - **MBA** in Human Resources – Arab Academy (Excellent)
  - **HR Diploma** – American University in Cairo (Very Good)
  - **BSc** Tourism & Hotels Management – Helwan University
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## CERTIFICATIONS

- **Training of Trainers (TOT)** – NTA / ACCET (2022)
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## TECHNICAL SKILLS

- SAP HR Systems
  - MS Office & MS Project
  - HR Analytics & Reporting
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## LANGUAGES

- Arabic: Native
  - English: Very Good
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## PERSONAL INFORMATION

- Date of Birth: 1 Oct 1975
  - Marital Status: Married
  - Military Status: Exempted
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## INTERESTS

- Reading, Traveling, Movies
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