

Rana Bahr

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OBJECTIVE:

To work in a suitable position with a well-established leading company that offers excellent career development opportunities where I can apply my theoretical knowledge into practical fields and analytical thinking to enhance my personal and technical skills and gain more experience through more learning and teamwork.

EDUCATION:

- Bachelor of Commerce – Ain Shams University (2010) – Accounting & Finance Major
 - HR Strategic Diploma – The American University in Cairo/School of Business (2025)
 - Principles of HR Certificate – The American Chamber of Commerce in Egypt (2010)
 - Graphic Designs Diploma – The Russian Culture Center (2014)
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CAREER EXPERIENCES

[May 2025 till Aug. 2025] Talent Management Manager --- Delta Capital for Urban Development

Talent Strategy & Planning

- Design and implement talent management strategies aligned with business goals.
- Collaborate with HR and leadership to forecast future talent needs.
- Analyze workforce trends and identify skill gaps.

Performance Management

- Lead the design, rollout, and refinement of performance appraisal systems.
- Support managers in setting SMART goals and conducting performance reviews.
- Use data and feedback to enhance employee productivity and engagement.

Succession Planning & Internal Mobility

- Create and manage succession plans for critical roles.
- Identify high-potential employees and design development plans.
- Promote internal movement through career pathing and job rotation.

[Jan. 2024 till April 2025]

HR Manager --- Eleganto Designs

Human Resources Strategy:

- Develop and Implement HR strategies and policies that align with the company's goals and objectives.
- Create and maintain an inclusive and positive workplace culture.

Recruitment and Onboarding:

- Manage the end-to-end recruitment process, including job postings, candidate screening, interviews, and selection.
- Conduct employee onboarding, ensuring a smooth transition for new hires.

Employee Relations:

- Act as a point of contact for employee relations, addressing concerns, conflicts, and providing guidance to both employees and managers.
- Develop and implement employee engagement initiatives.

Performance Management:

- Oversee the performance management process, including goal setting, performance evaluations, and feedback.
- Work with managers to identify development opportunities for employees.

Training and Development:

- Identify training needs and coordinate training programs and workshops to enhance employee skills and competencies.

Compensation and Benefits:

- Manage Compensation and benefits programs, including salary reviews, bonuses, and benefits administration.
- Stay updated with market trends to ensure competitive compensation package.
- Ensure compliance with labor laws and regulations, and maintain employee records in accordance with legal requirements.

[July 2023 till Dec. 2023]

HR Manager --- Rawasi Holding for Financial Investment (Bokra)

[Jan. 2022 till July 2023]

Senior HR Business Partner --- Intertex (Puma, Asics & Gèant Market)

[March 2021 till Dec. 2021]

Human Resources Supervisor --- The Grocer Supermarket

[April 2019 till Feb. 2021]

Senior Human Resources Generalist --- Constructive Consultancy

[Aug. 2016 till Dec. 2018]

Human Resources Specialist --- Vodafone Egypt

[Oct. 2014 till Oct. 2015]

Sales Coordinator --- El-Kharafi Group

[Oct. 2012 till Mar. 2013]

Office Manager --- CDO Career Development Organization

[Nov. 2010 till Aug. 2012]

Retail Sales Representative --- Vodafone Egypt

LANGUAGES:

- Very good in written and spoken Arabic.
- Certified for the English language “Upper Intermediate Level” from the British Council.
- Fair in written and spoken French.

PERSONAL INFORMATION:

- Birth Date: 22/2/1989
- Nationality: Egyptian
- Marital status: Single