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## Summary of Achievements

HRBP, Organizational Development & Learning Manager, Career Coach with 14+ years' experience across diverse industries (real estate, engineering, software, manufacturing, FMCG). Expertise in L&D program design, coaching, assessment centers, LMS, performance management, and organizational restructuring. Proven record in driving employee engagement, retention (+80% satisfaction), cost savings (50%), process optimization (-90% onboarding time), and profitability (+25%). Recognized for excellence in talent acquisition, leadership, and OD strategy implementation, with strong credentials (**MBA, master's in political economy, HR Certification–AUC, Certified Trainer/Assessor/Career Coach, Doctoral Degree in progress**).

## Education

- **Ph.D. in Public Administration** (in progress) – Faculty of Economics & Political Science, Cairo University, 2024–Present
- **MBA, Strategic Management** – Arab Academy for Science, Technology & Maritime Transport (AAST), 2022–2024
- **Master's in Political Science** – Cairo University, 2013–2018
- **Bachelor's in Political Science (Major), Public Administration (Minor)** – Cairo University, 2009  
2013 | *Grade: Very Good*

## Professional Certifications & Diplomas

- **NLP Practitioner**, Mentarcise, June, 2026
- **Certified Assessor – Thomas International's Personal Analysis (PPA)**, Thomas Middle East, Jan, 2026
- **Certified Assessor** – River Waves | Job Master, 2025
- **HR Diploma** – German University in Cairo (GUC), 2023–2024
- **Career Coaching Diploma (ICF Accredited)** – Intellect, 2024
- **The Professional Trainer (TPT)** – ESLSCA University, 2024
- **HR Diploma** – American University in Cairo (AUC), 2018–2019

## Experience

**November 2024- present**

### **HR Business Partner & OD/L&D Manager – Lesaffre Egypt (Multinational FMCG, Yeast Manufacturing)**

- **Strategic HR & OD Leadership:** Partner with business leaders to align people strategy with objectives, driving change management, workforce planning, and culture transformation.
- **Talent & Learning Development:** Lead assessment centres, succession planning, and design L&D programs that build leadership capabilities and continuous growth.
- **Engagement & Insights:** Provide coaching to managers and employees, enhance retention, and leverage HR analytics to boost productivity and performance.

**July 2024- Present**

**Instructor, Assessor, and trainer at German University (GUC), Cardiff Institute of the United Kingdom, Freelance, Teaching (Soft Skills, HR, leadership, Strategic Management)**

**January 2023- November 2024**

**HRBP, OD & Learning and Development Section Head at ACT Advanced Computers Technology, IT System Integrator.**

- Responsible for corporate (Training, Promotions, Assessment, all Policies & procedures, Creating Job Profiles, Work analysis)
- **Talent Acquisition & Retention:** Attracted, recruited, and retained top talent across all business areas and divisions nationwide.
- **HR Compliance & Processes:** Oversaw TA procedures, KPIs, and SLAs while ensuring full compliance with local laws and HR regulations.
- **Business Partnership:** Acted as a strategic partner, aligning HR practices with business operations to support organizational growth.

**11/2020- 01/2023**

**HR Manager at Easy Life Technologies, IT System Integrator.**

- **Talent Acquisition & Onboarding:** Led workforce planning, sourcing (LinkedIn, referrals, social platforms), competency-based interviews, and onboarding processes to ensure quality hires across white- and blue-collar roles.
- **Performance & Talent Management:** Designed and monitored performance management systems, developed SMART KPIs, built succession plans, coached senior managers, and executed L&D plans aligned with organizational goals.
- **Employee Engagement & Culture:** Drove engagement initiatives, team-building events, and employee surveys to foster a culture of excellence and collaboration.
- **Compensation & Benefits:** Managed salary surveys, benefits administration, and vendor negotiations, achieving competitive medical insurance and optimized C&B structures.

**07/2019- 11/2020**

**HR Manager at Qawafil Real Estate**

- Manage all HR functions (Talent Acquisition, Training & Performance Management, Compensation & Benefits, Employee Relations, and conducting the policy & procedures)

**09/2016 - 07/2019**

**HR& Operations Manager, RE/MAX, Multinational, Real Estate**

- Implement an MBO performance management system to define expectations and identify areas for improvement.
- Manage all HR functions (Recruitment, Training & Performance Management, Compensation & Benefits, Employee Relations, and conducting the policy & procedures).

1/2015– 09/2016

**HR Generalist at Creative-Bits for Information Technology, a Startup**

- Led full HR cycle (recruitment, onboarding, training, coaching, employee relations) while supervising daily team and project performance.
- Implemented a behavioral performance management system to set expectations and drive continuous improvement.

**Extra Work**

02/2017– 09/2017

**Project Manager, STEM Club, (Part-time" night shift &weekends") Startup Corporation,  
Education**

- **Project & Workforce Management:** Led workforce planning, job analysis, and recruitment through structured interviews to build project teams.
- **Project Execution:** Planned, initiated, and monitored projects, ensuring deadlines were met without compromising quality.
- **Performance & Cost Control:** Managed resources, tracked progress, and effectively controlled costs to achieve project goals.

**Courses (LinkedIn & Coursera):**

- **Mastering Assessment Centre** at Impact Insight, **August 2024**
- **Leading: Human Resource Management and Leadership Specialization** (Consists of 4 courses) at **Macquarie Business School, Sydney, Australia, May 2022.**
- 360 Degree Feedback.
- Train the trainer.
- How to design and deliver training programs.
- HR as HR Business Partner.
- Performance-based hiring.
- How to give negative feedback to senior colleagues.
- Motivating and engaging employees.
- Balanced scorecard and key performance indicators.

**Skills**

**Computer Skills**

Excellent use: Microsoft Office (Word, Excel, & PowerPoint, Outlook)  
Arabic: Fluent (Mother Tongue) - English: Excellent.

**Personal Information**

**Date of Birth:** 6th of September 1992 -**Nationality:** Egyptian. **Marital Status:** Single.

**Driving Licence:** Available.