



Mohamed Khalil

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Seeking a challenging and demanding job in HR & Compliance that will further enhance my skills and technical capabilities.

D.O.B.: *20, Mar, 1974.*

Address: *EL Shorouk City – Cairo – EGYPT*

PROFILE

I am a professional consultant with solid knowledge and experience across the entire HR functions deployment and quality systems auditing supported by wide and deep knowledge in Statistical and operation research and decision support tools and understanding of financial statement and economical system analysis and project management methodology . I have proven records in implementation of continuous improvement using Six Sigma, lean Manufacturing and Kaizen philosophy in many sectors and act as trainer over 10 years for more than 300 hrs. I trusted that my Knowledge and experience that near to 20 Years in different industries (Tufting, Orient, Plastic, Textiles ,Carpets, Glass and auto moveat business consultancy ...etc.) will help me in adapting the required tools and techniques to complete my duties according to world class performance. I believe that the change is the only fixed rule in life and we have to develop ourselves by the higher rate to catch up with the changes that happened to enable to survive. Specialties:, HR management , Quality Management ,Six Sigma, Lean Manufacturing, Project Management, SPC, Kaizen and Operations Research.

CONTACT

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LANGUAGES

English: Excelled
Arabic: Excelled

EDUCATION

- * **DBA**, Ain Shams University 2023.
 - * **MBA**, Arab Academy for Science and Technology with Major of HR Management 2016.
 - * **Human Resources Management Diploma**, (AUC)2007.
 - * **SIX sigma Black belt**.
 - * **Lead auditor ISO9,14,45,50,28,37K,22301& BSCI,SMETA, WRAP ,CTPAT.**
 - * **B.SC:** Faculty of Science- Ain Shams University, Bachelor Major "computer Science-very Good " in 1995.
- Board Member in professional Human Capital Association **PHC**.
 - Member in Egyptian Human Resources Management Association (**EHRMA**)
 - IRCA certified Lead Auditor in standards as: ISO9001,ISO14001,ISO4500,ISO50001,ISO37001,ISO22301.**
 - A WORKING MEMBER: In the Egyptian Society for the QUALITY.**

Core Competencies

- Change Management
- Culture Building
- Building HR System
- Employees Relations
- * Six Sigma
- * Budgeting/Cost control
- * Policies and procedures designing & implementation
- * Process Improvement
- * Rules Compliance
- Recruitment/Retention
- Talent Acquisition &
- Training & Development
- Performance Management
- * Learn Manufacturing

WORK EXPERIENCE

Fr 2007 : till now
HR & compliance Director
MAC CARPET (a member of Oriental Weavers Group)
10th of Ramadan city.



Establish, maintain Human Resources Rules:

- Develop and implement HR strategies and initiatives aligned with the overall business strategy.
- Bridge management and employee relations by addressing demands, grievances or other issues.
- Manage the recruitment and selection process
- Support current and future business needs through the development, engagement, motivation and preservation of human capital
- Develop and monitor overall HR strategies, systems, tactics and procedures across the organization
- Nurture a positive working environment
- Oversee and manage a performance appraisal system that drives high performance
- Maintain pay plan and benefits program
- Designing and developing the organizational structure to serve the company's strategy on a permanent basis
- Assess training needs to apply and monitor training programs

Hobbies

- Reading
- Sports
- Community Engagement

- Report to management and provide decision support through HR metrics
- Ensure legal compliance throughout human resource management
- Provide input in the development of PMS policy for proper implementation.
- Review and implement Performance Management process and guidelines periodically to incorporate changes.
- Provide guidance in the formulation of individual plans to ensure that departmental objectives are aligned to the overall strategic objectives of the organization.
- Conduct workshops for staff on performance management system to enhance understanding and adherence to system standards.
- Audit staff performance agreements on planning, assessment and review to ascertain adherence to PMS standards and principles. • Analyze staff performance reports to ascertain areas for support in improving performance.
- Prepare performance report and submit to compensation and benefits to facilitate payment of performance bonuses
- Follow-up with line management for corrective intervention on performance below standard to address the identified performance gaps.
- Prepare monthly and quarterly reports on assignments undertaken such as audit of PMS, surveys, workshops

* Initiate HR Department from Scratch

- Provide periodical reports and analysis to the board with the updated HR Activities and results.
- Establish the HR SOPs, policies, procedures, Org. Charts and Job Descriptions.
- Implement ERP system using the updated data base.
- Ensure the employees' contracts initiation and renewal for all existing and new comers.
- Benchmark and update the salaries to be aligned with the market ranges.
- Design KPIs system from on boarding till evaluation in order to measure and enhance the employees' performance.
- Manage the HR files of recruitment, compensations & Benefits, Training, Organizational Development, Discipline & Compliance and Internal Communications.
- Oversee HR operations through HR system and reports.
- Determine the manpower plan in order to meet the business objectives.
- Align with top management and line managers to achieve the business objectives
- Draft the HR Department budget and keep eyes on operational expenses.
- Ensure adherence to process and governance in the HR Functions with labor and Social Insurance offices.
- We create QMS-HR comply with Social Accountability International Standards (SA8000, SEDEX, amfori BSCI and WRAP, Customers' Ethical Standards as IKEA-IWAY , HSE & Chemicals international Standards, Supply Chain Security Standards ISO28000.
- We create HR active & other active link according to ERP requirement standard & Product development, Internal process design, customer feedback and problem solving using methods 8D, 5WHY , 6 six .

* Creating KP's to measure professional and behavioral performance KBI's.

* Change management, measuring and controlling performance to achieve the company's strategy, principles and objectives.

* Creating systems to manage people and talent so that the talented person is utilised and employed in the right place for the company and for him.

Fr 2000 to 2007
HR Manager
Dr. Greiche Group Company
10th of Ramadan city



During the abovementioned period I held the following position:

- * Handle both strategic and operational HR Roles within the group.
- Lead the Re- structure project for Group of 3 companies & 3 factories.
- Handle the HR Consultancy Project with Job master HR Consultant Agency and European Bank in providing (Job Profiles / Competencies models / Salary & Benefit Scheme /Job Evaluations /Grading & Leveling)
- Lead the merging and lay off project with decreasing the headcount by 57%.
- Work on Competencies Matrix in Recruiting and Training.
- Design and Implementation of Efficiency Increasing Projects (Loss Prevention & Workload Analysis & Cost Deduction ...etc.)
- Being a Part of Steering committee responsible for the developmental and strategic part of HR in the new structure
- Activate Grading System.
- Implementing the Performance Management System.
- Working on Training Need Analysis and initiation of induction program, On Job Training, Off Job Training to increase the result efficiency.
- Keep Connecting with Staff by Held a regular meeting to keep them aligned with the business updates and clarify their Concerns.
 - **Create KPI's for each process and job**

Fr 997 to 2000
HR Senior



Dabur Egypt Ltd.
10th of Ramadan city

During the abovementioned period I held the following position:

- * Lead the internal branding campaign to brand company' ethics and values within the organization.
- Implementation for the recruitment plan within plant.
- Hiring and resignation processes are taking place according to Policies & procedures.
- Administrating the Compensation & Benefits system for the plant's staff (Transportation, Accommodation, Medical Service...)
- Implementing the personnel policies and Discipline & grievance System within the plant.
- Supporting the implementation of HR programs and Activities.
- Supervising the personnel issues with the labor office and Social insurance for the plant staff.
- Supervising the payroll for the plant team
- Developing Performance appraisal system.
- Developed Recruitment system
- Updated job evaluation system.
- Created a loyalty & commitment program.
- Presenting my company during Employment fairs.

Fr 1995 to 2000
Assistant Q.A manager.
NATPACK
Obour city



During the abovementioned period I held the following position:

Preparation, documentation & implementation of ISO 9001, ISO 14001, ISO 45001 requirements (process mapping / discussions with process owners), document control. Ensuring that all work instructions, procedures are perfectly followed. External affairs. Establishment, documentation & implementation of a hygiene program according to HACCP, purchasing all production needs other than raw materials.

Thanks for your interest and consideration