

NOURHAN MOHAMED

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OBJECTIVE

HR professional with over 12 years of progressive experience across diverse sectors including FMCG, manufacturing, utilities, financial services, retail, infrastructure, cyber security and technology. Seeking an executive HR leadership role to leverage my extensive cross-industry expertise in strategic human capital management, organizational development, and talent optimization. Proven track record of implementing innovative HR solutions that drive business transformation, enhance employee engagement, and deliver measurable results. Committed to fostering inclusive workplace cultures and aligning HR initiatives with organizational objectives to support sustainable growth.

EDUCATION

Arab Academy for Science Technology & Maritime Transport

- MBA Holder – International Business Class:2021

Cairo University

- Faculty of Commerce, Accounting Section Class: 2013

ACHEIVEMENTS

- Design and Implement SOPs for Recruitment cycle in challenging companies and cultures.
- Set the hiring plan to hire and onboard more than (100 positions with different levels).
- Execute and supervise Job Analysis activities for more than 7000 employees in different industries.
- Cooperate in Growth plan to launch more than 60 Branch over all Egypt.
- Responsible of design, train and follow up the training activities for all new employees across many sectors

EXPERIENCE

Arabian Systems for Technology Services – Subsidiary - Emirates Auction – Technology& Marketing Regional HRBP Section Head Sep 2024- Till Now

- Develop and implement HR strategies that support business objectives and drive organizational success.
- Partner with business leaders to identify workforce needs.
- Responsible for the recruitment and selection process, ensuring the attraction and retention of top talent.
- Conduct investigations into employee complaints and grievances, ensuring fair and consistent application of policies.
- Assist in the development and implementation of talent management programs, including performance management, succession planning, and career development.
- Collaborate with leaders to identify and address organizational development needs, including change management, team building, and leadership development.
- Facilitate training and development programs to enhance employee skills and capabilities.
- Monitor HR metrics and analyze trends to identify areas for improvement and develop data- driven solutions.
- Provide regular reports to leadership on HR-related metrics and initiatives.

AMAN-Holding-Subsidiary-Raya-Holding for Financial Investment (Microfinance-Financial Services -SME's-E payment-Technology) (7500 Manpower)

Talent Acquisition & Assessor Section Head

January 2024- August 2024

- Develop and execute talent acquisition strategies to attract, engage, and retain top talent in alignment with business goals and objectives.
- Lead and manage the talent acquisition team, including recruitment specialists, coordinators, and other team members, providing coaching, guidance, and support to achieve recruitment targets and deliver exceptional candidate experiences.
- Partner with hiring managers and business leaders to understand talent needs, develop job profiles, and create effective sourcing and recruiting strategies for diverse roles across the organization.
- Oversee the end-to-end recruitment process, including job postings, sourcing, screening, interviewing, assessment, selection, and onboarding, ensuring a smooth and efficient candidate experience.
- Build and maintain strong relationships with internal stakeholders, including HR business partners, department heads, and senior leaders, to understand their talent requirements and proactively address recruitment challenges.
- Collaborate with external partners such as recruitment agencies, job boards, universities, and industry associations to enhance the talent pipeline and employer brand.
- Utilize data and analytics to track recruitment metrics, analyze trends, identify areas for improvement, and make data-driven recommendations to optimize recruitment strategies and processes.
- Stay updated on industry trends, best practices, and innovations in talent acquisition, and leverage new tools and technologies to enhance recruitment effectiveness and efficiency.
- Develop and implement diversity, equity, and inclusion (DEI) initiatives within the talent acquisition function to promote a diverse and inclusive workforce.
- Lead special projects and initiatives related to talent acquisition, such as employer branding campaigns, campus recruitment programs, and recruitment process improvements.

HRBP Supervisor

January 2022- December 2023

- Partner with business leaders to understand their objectives and challenges, and develop HR strategies and solutions to support their goals.
- Provide strategic HR advice and guidance to business units on employee relations, performance management, talent development, and other HR-related matters.
- Lead the implementation of HR programs, policies, and initiatives, ensuring alignment with business needs and compliance with relevant regulations.
- Collaborate with HR Centers of Excellence (COEs) such as Talent Acquisition, Compensation & Benefits, and Learning & Development to deliver integrated HR solutions.
- Drive employee engagement and retention efforts, including conducting employee surveys, analyzing feedback, and developing action plans to address areas of improvement.
- Manage complex employee relations issues, investigations, and disciplinary actions, ensuring fair and consistent application of policies and procedures.
- Partner with business leaders to identify talent gaps and develop talent management strategies, including succession planning, career development, and performance improvement plans.
- Analyze HR metrics and data to identify trends, insights, and areas for improvement, and make data-driven recommendations to drive organizational effectiveness.
- Stay updated on HR best practices, industry trends, and regulatory changes, and ensure compliance with applicable laws and regulations.
- Coach and mentor HR team members and business leaders on HR policies, practices, and processes.

HR Business Partner Team Lead

April 2020- December 2021

- Lead the implementation of innovative solutions that fulfill the requirements stipulated in the human resource agenda such as organizations and individual development, reward strategies, and change management to ensure appropriate implementation and quality of the HR roadmap.
- Participates in coordination with functional heads in information and development training initiatives and ensures timely implementation to achieve maximum benefit to people.

- Manages, in coordination with the technical managers, the implementation of appropriate communication plans and initiatives to ensure individual and group relationships between the company and its people are healthy, open, and cooperative.
- Track and calculate the numbers required to employ them
- Arranging a technical interview with the department director for whoever passed the HR interview
- Conduct exit interviews and document the reasons for leaving
- Submit a monthly report on employment status
- Managing the employee's file and receiving the required employment documents from the new employee
- Deal with all employment procedures such as employment contracts, social insurance requests, and employment documents with all new employees and keep them in their files
- Monitor the attendance system every month to ensure that absence records and early leave are reflected in the regulations and adhere to relevant policies
- Supporting employees in inquiries related to employees and salaries and following up on their settlements

DAKAHLIA Group (FMCG-Food & beverage – Retail – Manufacturing) (4500 Manpower)

Group Sr. OD Specialist

August 2018- March 2020

- Participate in formulating the Organization's vision, mission, values & principles
- Design HR business solutions (systems, policies, and procedures) to achieve the organization's strategic plans.
- Design and deploy organization restructuring to convenience with the organization's business needs.
- Preparing manpower plan according to the company's business plan and in coordination with department heads, determining the expected number of needed employees
- Manage job analysis, job descriptions, workload analysis, and unit descriptions for all jobs in the organization.
- Execute job evaluation and job weighting for all the jobs in the organization.
- Design the organization grading system and manage employees' job holding.
- Design and implement the performance management system to manage, maintain, and monitor the functions and departments
- Deploy performance appraisal to monitor and develop employees' performance and competencies.
- Design and Implement learning and development programs and systems to develop employees' performance and competencies
- Develop the appraisal consolidated analysis to determine needed training, recommended updates on job description and compensation strategies, and notes for recruitment.
- Follow-up to evaluate the performance of the new employees of the company

HELW El-Sham (Manufacturing – Retail)

Sr.HR Specialist

March 2017 to Aug 2018

- Preparing manpower plan according to the company's business plan and in coordination with department heads, determining the expected number of needed employees, and the ways and channels to recruit them.
- Receive the job applications or CVs submitted from (LinkedIn, e-mails, Other websites, Facebook, and referrals).
- Maintains an updated and organized CV Bank & Recruitment Tracker of applicants.
- Receives approved hiring requests, contacts short-listed candidates, conducts phone screening investigations, conducts proper testing according to requirements, conducts initial interviews, and coordinates with concerned department heads to schedule technical interviews.
- Receive work papers from the new hires and sign the work contract with them.
- Preparing training needs analysis (TNA) of the staff in collaboration with line managers and identifying the purpose for requested training.
- Develop a training plan the company needs training and follow-up implementation.
- Searching for best offers from training providers, preparing training kits, and coordinating between training centers and trainees.
- Evaluate training courses and evaluate training efficiency

Marbella (Manufacturing – Retail)

HR Specialist

November 2015 to Feb 2017

- Preparing manpower plan according to the company's business plan and in coordination with department heads, determining the expected number of needed employees, and the ways and channels to recruit them.
- Receive the job applications or CVs submitted from (LinkedIn, e-mails, other websites, Facebook, and referrals).

- Maintains an updated and organized CV Bank & Recruitment Tracker of applicants.
- Receives approved hiring requests, Contacts short-listed candidates, conducts phone screening investigation, conducts proper testing according to requirements, conducts initial interviews, and coordinates with concerned department heads to schedule technical interviews.
- Receive work papers from the new hires and sign the work contract with them.
- Conducting new hires orientation.
- Preparing training needs analysis (TNA) of the staff in collaboration with line managers and identifying the purpose for requested training.
- Develop a training plan the company needs training and follow-up implementation.
- Performance indicators (KPI) creating and updating appraisal forms, coordinating with department managers, and avoiding unfair appraising.
- Develop the appraisal consolidated analysis to determine needed training, and recommended updates on the job Description and compensation strategies, and notes for recruitment.
- Follow-up to evaluate the performance of the new employees of the company.

Drake Store- Retail - HR Specialist - Jan 2014 to November 2015

- Implement general HR strategies and solutions to achieve agreed outcomes relating to workforce planning, organizational design, performance management, and employee relations.
- Provide high-level, timely, and professional advice to senior managers and staff, in interpreting and implementing human resource policies.
- Manage the recruitment and hiring process, including advertising open positions, reviewing resumes, coordinating and conducting interviews, conducting reference and background checks, and drafting offer letters.
- Manage the onboarding process for new employees to include maintaining up-to-date personnel information and files.
- Develop and implement employee awards and benefits programs to ensure strong employee loyalty.
- Develop and maintain a total rewards strategy to ensure maintaining a competitive edge with the market.
- Oversee the monthly payroll attendance and transactions in collaboration with the finance department and handle any related issues.
- Develop and oversee the performance management system and process bi-annually and annually.
- Lead disciplinary and termination meetings with employees and ensure actions taken comply with Egypt's labor law.
- Monitor, report, and effectively control employee turnover rate.
- Maintain knowledge of and ensure compliance with employment-related laws and regulations.

Certifications .

- Human Resources Diploma from NGC Academy 2015 - (Cairo University)
- Financial Service 2022 - (ESLSCA University)
- CBI Certified – Job Master
- PHRI

SKILLS

Computer Skills (MS Office)

- Employee relations
- Onboarding
- Performance management
- Teamwork and collaboration

LANGUAGE

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- **Arabic:** Native ● **English:** Fluent