



## HR Head of Department

Enabling the achievement of full business potential by Creating Loyalty & Employee Engagement.

I'm a result driven and ambitious Human resources Generalist brining 7+ years management and development of high performing teams through Recruiting, training, organizational development and evaluation of performance. Strong record of accomplishment working with top-level managers to build organization to meet performance goals. Strong background in Employee engagement, developing employee polices, managing employees payroll and benefits

### AREAS OF EXPERTISE

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|--------------------------------------|-----------------------------|---------------------------------|
| • HR Policies & Procedures           | • Orientation & On-Boarding | • Organizational Development    |
| • Employee Engagement.               | • Training & Development    | • Staff Recruitment & Retention |
| • Developing team-building programs, | • Employment Law            |                                 |
| • Planning and structure thinking    |                             |                                 |

### ACCOMPLISHMENTS

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- Contributed to company progression by Creating policies, Procedures and building employee engagement at Revival Egypt.
    - Create company policies and procedures from scratch at Revival Egypt.
    - Improved employee performance through Training plan and Performance Appraisal
    - Reduced the turnover in blue-collars by 40% in less than 6 month through retention program
  - Improving the Company culture and ingrain the company values in employees work life by creating Culture card at Qmax Egypt.

### PROFESSIONAL EXPERIENCE

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QMAX EGYPT "ENVIROMENTAL SOLUTIONS" Egypt, Cairo, Egypt

08/2017 to 02/2020

Senior HR Supervisor (Head OF Department)

Play a key role in Established the Objectives Management Department as per the Qmax Group Strategic Directions.

Managed the integrated Objectives Management Module and generated necessary Performance reports.

- Ensure the employees engagement with the company values and Objectives by different ways of HR activities.
- Set and manage the motivation system to ensure effective work operations.
- Handling the Employees benefits (Medical Insurance, Pension & Premium card).
- Identify and assess future and current training needs through job analysis, career paths, annual performance appraisals and consultation with line managers.
- Responsible for preparing progress reports for the senior management team and maintain employees' training records.
- Prepare and present HR Awareness session for employees.
- Develop Methods of measuring the performance management aligns with organizational goals.
- Ensure Setting the SMART's for all Managerial & Supervisory Level cascading from the business objective.

REVIVAL SAP TRAINING & CONSULTING, Cairo, Egypt

03/2016 to 08/2017

Human Resources Business Partner

Created a culture of winning Team to enhance their skills to have entrepreneur/team member not employees Building the company competency and solve the high turnover.

- Create HR policies and procedures; recruit employees; create group benefits databases; and develop orientation, training Programs.
- Improved the attendance System and Manage leave-of-absence programs.
- Filing and updating Personnel records, Start applying Social Insurance & Medical insurance
- Fostered a teamwork/open-door environment conducive to positive dialogue across the organization.
- Wrote employee manual covering issues including disciplinary procedures, code of conduct, policy and benefits information.
- Deal with employee requests regarding human resources rules and regulations.
- Revised job descriptions across all levels. "Shadowed" and interviewed employees to construct an accurate picture of the duties and skills required for each position.
- Assisted in the development and implementation of the Annual Training Plan.
- Responsible for the training needs and development programs for employees and managers.
- Conducting and analysing exit interviews.

*Additional Experience:* Senior HR Generalist, Schrodahle valves, Cairo, Egypt, 07/2014 to 03/2016 /HR Generalist & Chairman Assistant, Schrodahl Valves - Cairo, Egypt, 2011 to 07/2014

## PROFISSIONAL DEGREES

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Human Resources Management Diploma, Egycham & HRCI & Ain-Shams University (Excellent)  
Attended & passed the professional Human resources international, HPA & HRCI (2017)

## EDUCATION

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Bachelor in Business Administration  
Cairo University, Faculty of commerce (English section), Cairo, Egypt

## OTHER CERTIFICATIONS

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Management Role in Employees Engagement  
Situational Leadership/Delegation/Giving feedback course

## LANGUAGES

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Arabic (mother tongue) | English (fluent)