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Career objective

Maintain and enhance human resources productively in an organization, developing strong manpower, identifying talent and deploying professional development programs in order to achieve organizational goals and fulfill employees' needs in efficiency manner.

Highlights

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|-------------------------|-----------------------------|
| • Hiring and retention | Policies & procedures |
| • Compensation/Payroll | Training and Developing |
| • Employee relations | Labor agreements |
| • Regulatory Compliance | Compensation Administration |

Profile

- Member of the Management Committee at ALMSHARIQ Egypt Group Oil & Gas.
- A leading personality with more than 15 extensive years of experience in the HR field who participated with pride in establishing and implementing huge and strategic HR functions within big multinational organizations in the field of Oil & Gas/Energy, Construction and FMCG sectors – Capable of finding effective HR solutions, innovative and world class approaches that support business

Accomplishments

- Hired more than 8000 employees in different countries like Egypt – Italy – Azerbaijan- KSA.
- Saved \$ 5000,000/year by recognizing structure to eliminate unnecessary in operating expenses
- Supported the project management to reach 11,000,000 man-hours without a lost time accident
- Improved paperwork processing by 50% by streaming submission processes
- Consultant to FMCG industry to establish the succession plan

Experience

- **HEAD OF HUMAN RESOURCES**– Jan 2018 – Present
- Employer Name - ALMSHARIQ, (ALMSHARIQ is Saudi company specialized in Oil & Gas, Power Plant production services)
- Location: Egypt – KSA
- Duties
 - Develops organization strategies by identifying and researching human resources issues; contributing information, analysis, and recommendations to organization strategic thinking and direction; establishing human resources objectives in line with organizational objectives.
 - Implements human resources strategies by establishing department accountabilities, including talent acquisition, staffing, employment processing, compensation, health and

welfare benefits, training and development, records management, safety and health, succession planning, employee relations and retention, EEO compliance, and labor relations.

- Manages human resources operations by recruiting, selecting, orienting, training, coaching, counseling, and disciplining staff; planning, monitoring, appraising, and reviewing staff job contributions; maintaining compensation; determining production, productivity, quality, and customer-service strategies; designing systems; accumulating resources; resolving problems; implementing change.
- Develops human resources operations financial strategies by estimating, forecasting, and anticipating requirements, trends, and variances; aligning monetary resources; developing action plans; measuring and analyzing results; initiating corrective actions; minimizing the impact of variances.
- Accomplishes special project results by identifying and clarifying issues and priorities; communicating and coordinating requirements; expediting fulfillment; evaluating milestone accomplishments; evaluating optional courses of action; changing assumptions and direction.
- Supports management by providing human resources advice, counsel, and decisions; analyzing information and applications.
- Guides management and employee actions by researching, developing, writing, and updating policies, procedures, methods, and guidelines; communicating and enforcing organization values.
- Complies with federal, state, and local legal requirements by studying existing and new legislation; anticipating legislation; enforcing adherence to requirements; advising management on needed actions.
- Updates job knowledge by participating in conferences and educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.
- Enhances department and organization reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.

- **HUMAN RESOURCES & ADMINISTRATION MANAGER** – August 2016 – Dec 2017
- Employer Name - ARAMCO, (ARAMCO is Saudi company specialized in oilfield production services)
- Location: KSA
- Duties:
 - Maintains the work structure by updating job requirements and job descriptions for all positions.
 - Maintains organization staff by establishing a recruiting, testing, and interviewing program; counseling managers on candidate selection; conducting and analyzing exit interviews; recommending changes.
 - Prepares employees for assignments by establishing and conducting orientation and training programs.
 - Maintains a pay plan by conducting periodic pay surveys; scheduling and conducting job evaluations; preparing pay budgets; monitoring and scheduling individual pay actions; recommending, planning, and implementing pay structure revisions.
 - Ensures planning, monitoring, and appraisal of employee work results by training managers to coach and discipline employees; scheduling management conferences with employees; hearing and resolving employee grievances; counseling employees and supervisors.
 - Maintains employee benefits programs and informs employees of benefits by studying and assessing benefit needs and trends; recommending benefit programs to management; directing the processing of benefit claims; obtaining and evaluating benefit contract bids; awarding benefit contracts; designing and conducting educational programs on benefit programs.
 - Ensures legal compliance by monitoring and implementing applicable human resource federal and state requirements; conducting investigations; maintaining records; representing the organization at hearings.
 - Maintains management guidelines by preparing, updating, and recommending human resource policies and procedures.
 - Maintains historical human resource records by designing a filing and retrieval system; keeping past and current records.
 - Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
 - Completes human resource operational requirements by scheduling and assigning employees; following up on work results.
 - Maintains human resource staff by recruiting, selecting, orienting, and training employees.
 - Maintains human resource staff job results by counseling and disciplining employees; planning, monitoring, and appraising job results.
 - Contributes to team effort by accomplishing related results as needed

- **HUMAN RESOURCES & ADMINISTRATION MANAGER** – Jan 2010 – July 2016
- Employer Name - Italfliud Egypt, (Italfliud Egypt is a multinational company specialized in oilfield production services –Coiled Tubing- Nitrogen –Liquid Pumping- Well Testing- Early Production- Industrial Services)
- Location: EGYPT – ITALY
- Duties:
 - Analyzes wage and salary reports and data to determine competitive compensation plan.
 - Writes directives advising department managers of Company policy regarding equal employment opportunities, compensation, and employee benefits.
 - Develops and maintains a human resources system that meets top management information needs.
 - Oversees the analysis, maintenance, and communication of records required by law or local governing bodies, or other departments in the organization.
 - Identifies legal requirements and government reporting regulations affecting human resources functions and ensures policies, procedures, and reporting are in compliance. Studies legislation, arbitration decisions, and collective bargaining contracts to assess industry trends.
 - Writes and delivers presentations to corporate officers or government officials regarding human resources policies and practices.
 - Recruits, interviews, tests, and selects employees to fill vacant positions.
 - Plans and conducts new employee orientation to foster positive attitude toward Company goals.
 - Keeps records of benefits plans participation such as insurance and pension plan, personnel transactions such as hires, promotions, transfers, performance reviews, and terminations, and employee statistics for government reporting.
 - Coordinates management training in interviewing, hiring, terminations, promotions, performance review, safety, and sexual harassment.
 - Advises management in appropriate resolution of employee relations issues.
 - Responds to inquiries regarding policies, procedures, and programs.
 - Administers performance review program to ensure effectiveness, compliance, and equity within organization. Administers salary administration program to ensure compliance and equity within organization.
 - Administers benefits programs such as life, health, and dental insurance, pension plans, vacation, sick leave, leave of absence, and employee assistance.
 - Investigates accidents and prepares reports for insurance carrier. Coordinates Safety Committee meetings and acts as Safety Director.
 - Conducts wage surveys within labor market to determine competitive wage rate.
 - Prepares budget of human resources operations.
 - Prepares employee separation notices and related documentation, and conducts exit interviews to determine reasons behind separations.
 - Prepares reports and recommends procedures to reduce absenteeism and turnover.
 - Represents organization at personnel-related hearings and investigations.
 - Contracts with outside suppliers to provide employee services, such as temporary employees, search firms, or relocation services.

- **HUMAN RESOURCES SUPERVISOR** – Jan 2009 – Dec 2009
- **Employer Name: Transocean.** (Transocean is one of the world's largest offshore drilling specialists in Drilling)
- Location: EGYPT
- Duties :
 - Manage and lead the complete recruitment process for injecting the company with talented calibers according to the staffing plan (local and expats).
 - Manage and recommend effective HR benefits programs to retain the company staff such as medical and life insurance etc.....
 - Responsible for handling the personnel issues and staff complain in both Cairo office and - site such as (mobiles, vacations, HR letters, accommodation, employees' files, etc...).
 - Responsible for all the hiring procedures of all the staff, local and expatriates, as well as the termination.
 - Responsible for the hiring orientation for the new staff and all issues related to this item.
 - Dealing with the social & labor offices.
 - Managing and handling the work-permits for the expatriate staff.
 - Participating in writing the company HR policies and procedures as well as creating flow charts.
 - Manage and follow up the HR budget.
 - Providing an efficient and effective Human Resources operating cost.
 - Communicate closely with HR director and with the department Heads/Managers and to manage the relative HR Scope.
 - Providing quarterly reports to the HR director verbal and written regarding implementing the HR policies in the company.
 - Providing the HR director with evaluation and assessment about the Service Providers performance and making surveys for the best third parties in the market.

- **HUMAN RESOURCES & ADMINISTRATION GENERALIST** – July 2005 – Dec 2008
- **Employer Name: - KBR- Halliburton.** (Kellogg Brown and Root international is one of the world's largest and a global technology, engineering, procurement and construction company serving)
- Location: EGYPT
- Duties:
 - Designed employee's handbook according to legal and benefit changes.
 - Met with all new hires to explain benefits, guidelines and procedures.
 - Updated company job description to reflect changing roles.
 - Responded to employee issues and questions timely manner.
 - Handling administration issues.

Key competencies

- Flexibility to respond to a range of different work situations.
- Ability to develop and maintain effective working relationships at all levels.
- Tactful and able to deal with difficult situations.
- Leadership
- Decision Making, Planning & Evaluation, Conflict Management, Self-Management, Oral Communication, Teamwork, Influencing/Negotiating, Integrity/Honesty, Flexibility, Learning and Adaptation

Academic qualifications

- Executive Master Business Administration – George Washington & Alexandria University Degree 2011- 2015.
- Advanced Diploma in Human Resources -Cambridge College Britain - Degree 2008 – 2009.
- Bachelor of Business Administration - Helwan University Cairo, Egypt - Degree 2001 – 2005.

Personal information

Date of Birth: 5/11/1983
Nationality: Egyptian
Military Status: Exempted
Language: Arabic Native – English Fluent
Passport: Valid till 2020