

Ahmad Mansour

PEOPLE AND ORGANIZATION DEVELOPMENT



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Objective

To leverage my background in engineering and my experience in human resources, specifically in organization development, to contribute to the success of an organization. Seeking a challenging role where I can apply my cross-functional expertise in project management, data analysis, and problem-solving to drive positive change and optimize workforce performance.

Education

Faculty of Engineering, Helwan University

2013 - 2018

Major: Civil Department

Work Experience

❖ OD Specialist | MSA University

May 2023 – Present

- Design and update departments' organizational structure and charts; update organization charts for promotions, transfers, and new hires.
- Create and update job descriptions; conduct job evaluation and grading for appropriate salary levels.
- Develop and monitor job families; manage employees' career path system for professional development.
- Develop and update the University's competency framework; create and update technical competencies for positions followed by competency profiling for every title in alignment with the line managers.
- Work closely with Recruitment, Learning and Development teams to carry out competency frameworks for hiring, development, and promotion needs.
- Facilitate the implementation of a performance management system at the university by providing guidance to employees and mentoring managers on rating employees according to university policies.
- Create, update, and develop human resources policies and employee handbook; deliver employee handbook induction to newly hired staff.
- Provide consultancy services to all levels of employees on policies, procedures, grievance resolution, and compliance.

- Implement analytical employee engagement surveys for university employees.
- Configure and manage Oracle HR, through adding departments, sections, and job titles.
- Conduct workshops for managers on the implementation and delivery of the competency modelling and profiling, grading system, and performance management system to assure successful implementation.

❖ **HR Advisor | Engage HR Consultancy and Training**

August 2021 – April 2023

- Build organizational charts and create detailed job profiles for clients, ensuring accuracy and alignment with their organizational structure and goals.
- Construct a competency model and matrix for each job title, based on a thorough analysis of the position's requirements and the organization's needs.
- Develop and implement a performance management system tailored to each contracted organization, including setting goals, providing feedback, and conducting performance evaluations.
- Create a precise and thorough grading system, based on job analysis and job evaluation, to ensure equitable compensation for all positions.
- Conduct competency-based interviews to screen and select suitable candidates for open positions, assessing their skills, knowledge, and abilities against the job requirements.
- Organize and participate in assessment centers, evaluating candidates' competencies and potential through various assessment methods, such as role-plays, case studies, and group exercises.
- Execute employee engagement programs, including analytical surveys to measure employees' satisfaction, motivation, and commitment, and identify opportunities for improvement.
- Review and update employee handbooks, policies, and contracts, ensuring compliance with labor laws and regulations and reflecting the organization's values and culture.
- Conduct workshops for managers on the implementation and delivery of the competency model, grading system, and performance management system to assure successful implementation.

❖ **Civil Engineer | Talaat Mustapha Group**

Jan 2020 – July 2021

❖ **Highway Engineer | Military Engineers Administration**

October 2019 – December 2019

Client List

- *Etisalat*
- *Suez Cement*
- *Sodic*
- *GAMA*
- *YBA Architectures*
- *Forward for Constructions*
- *BG*
- *Misr University for Science and Technology (MUST)*
- *Sinai University*
- *Al-Safy Group*
- *Comet Group*
- *El-Abd*
- *Rateb Group*
- *Souaad Kafafy Hospital (SKUH)*
- *Hesni*

Technical Courses

- *DESIGNING A SUCCESSFUL TOTAL REWARDS STRATEGY | Dina Ghazaly*
- *ORGANIZATION DEVELOPMENT FUNDMENTALS | Marwan Ali*
- *HR ANALYTICS | Marwan Ali*
- *OBJECTIVES AND KEY RESULTS (OKRS) | Saif Al-Tohamy*
- *PERFORMANCE MANAGMENT SYSTEMS | Saif Al-Tohamy*
- *FUNDMENTALS OF HUMAN RESOURCES MANAGEMENT | Ahmed El-Sayed*

Computer Skills

- *Excel*
- *Word*
- *Visio*
- *Power Point*
- *Oracle System*

Languages

- *Arabic / Mother Tongue*
- *English / Excellent*

Soft Skills Courses

- MBTI PERSONALITY TYPES & APPLICATIONS | Rania Abu Rabia
- PERSONALITY ANALYSIS WITH ENNEAGRAM | Ahmed Al-Awar
- STRESS MANAGEMENT | Ahmed Al-Awar
- 100 ESSENTIAL MANAGEMENT CONCEPT | Ehab Fikry