

# Hossam Emam Abou-Raya

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## Summary

Eight years' and going experience as **Oracle HRM Application Manager, project Manager, Application Consultant** with more than 10 projects End to End implementation .I'M Working in This Field of Information Technology (**Oracle HRM E- Business suite**), **Processes of Banking Sector** and I Have experience of software implementation supported by business processes including Human Capital Departments (**Organization Structure - Personnel - Payroll - Recruitment - Performance Appraisal - Training & Development**) and **Software Projects Management**

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## Certifications

- Hr Advanced Diploma By Egy Cham (2020)
- Hr Diploma By Egy Cham (2019)
- Sap R3 study of HCM configuration By Allied consulting (2018)
- Mini MBA HCM & Project management By Ain-Shams University (2015)

## Education

Bachelor of law, Cairo University, Grade: good (2010)

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## Professional Experience

### The United Bank

**Aug 2018 - Present**

HRIS (Oracle HRM E- Business suite) MANAGER - Project Manager - Hr Business Analyst & Implementer

#### Project Manager Role:

- Initiation phase from defining the business case, communicate with Stakeholders and opening Project after approving from EXCOM and top management.
- Planning Phase from defining E2E Plan for the project and controlling it's milestones
- Execution Phase from following up and managing on the activities with all the stakeholders (internal and external)
- Closure Phase from closing the project in the defined and agreed target date that is communicated and agreed with EXCOM.
- Sending Weekly updates to the PMO department for the Project activities Progress.

#### Hr Business Analyst & Implementer Role:

- Defining the business needs that must be met by the implementation project. You document business processes by identifying business events and describing the steps that respond to these events

- Comparing the business requirements to standard application software functionality and identifies gaps that must be addressed to fully meet business needs. As gaps between requirements and functionality emerge, they are resolved by documenting workarounds, alternative solutions, application extensions, or by changing the underlying business process
- Design and Build produces custom software solutions to gaps in functionality identified during Business Requirements Mapping. Custom software solutions include program modules that must be designed, built, and tested before they can be incorporated into the system
- Data Conversion defines the tasks and deliverables required to convert legacy data to the Oracle Applications
- Use the detailed documents from the project, develops user and technical material that are tailored to the implementation.
- Test the system functions with data related by our business.
- Prepare the user's guide and train the users
- Make a presentation to the new enterprise system. Following production cutover, it monitors and refines the production system and plans for the future. The Production Migration process encompasses transition to production readiness, production cutover, and post-production support

#### **HRIS (Oracle HRM E- Business suite) MANAGER Role:**

- Supervise the day-to-day activities of our HR information systems.
- Record and process employee information including annual leave, salaries and working hours.
- Support management on structural policy matters related to the HRIS.
- Maintain data integrity in systems by regularly analyzing data.
- Work alongside the IT department to perform regular assessments and improvements to the HRIS.
- Design user-friendly processes, guidelines, and documentation.
- Oversees all system upgrades and system additions in partnership with the Information Technology (IT) department.
- Design the require reports to the top management and supervise creating it .
- Change configurations as per the business update and ensure all HR-related systems are compliant with data protection laws.

#### **BI - Technologies**

**2017 - 2018**

Senior AX consultant:

- Restructured organizational hierarchies and aligned it with ERP processes.
- Ensured proper distribution and handling of data.
- Instructed and trained employees at site to adapt the changes in business process.
- Completed implementation of ERP system within time and minimal cost.
- Handled designing of applications, management of development group, pilot testing and deployment.
- Created user manuals for clients
- Analyzing business models and assisting in upgrading ERP systems.
- Configuring complete practical ERP system.
- Testing and training staff on using ERP system.
- Redesigning business processes for increasing efficiency.
- Documenting and maintaining entire steps in testing, implementing and installing ERP system.
- Assessing ERP needs of clients and delivering in time

**United ofoq**

**April 2017 - October 2017**

**Senior HCM consultant:** the same Role

**Implex**

**2015 - 2017**

**HCM consultant supervisor:** the same Role

**ITG Egypt**

**2013 - 2015**

**HCM Application Consultant:**

Provide functional implementation for human resources module including Personnel, Attendance, recruitment, Training, performance appraisal, payroll and Employee self-service ESS.

- Involved in all ERP implementation phases including; Gap Analysis, configuration, Prototype development, end user training, UAT execution and production.
- interviewing client's employees, management team and other stakeholders
- Conducting elicitation session analysis and presenting findings and recommendations to clients
- Develop SRS document and test case scenarios
- Identifying issues and forming solutions
- Contribute with operation team to synchronize requirements in order to avoid contradiction and setup integration scenario.
- Designing and develop prototypes as per SRS
- Performs application configuration using application tools
- Provide on-site training for client's employees
- Contribute with customer to execute acceptance test cases

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#### **Key Achievements/ selected Projects**

- The united bank
- Travco group
- Taqnia (Saudi Arabia)
- Tie
- Saudi diesel (Saudi Arabia)
- Siro misr
- Tayseer Mardini for Textile manufacturing.
- Maytrade for Chemicals and fertilizers.
- Headline Printing House.
- Light-way for led electricity manufacturing.

## Skills

### Computer Skills

- I have wide knowledge about SAP R3 (HCM) configuration and key user (organizational structure - personnel administration - time management -payroll), Background about reporting for each module.
- Experience using Microsoft products including Microsoft Office Microsoft Windows, project management tools like Microsoft Project.
- I have ability to learn new systems, techniques, technologies in a very short time.

### Management Skills

- Talent management
- Payroll management
- Personnel management
- Performance management
- Project management
- Leadership management
- Ethics of business
- Strategies principles
- Marketing management
- Business process

### Personal Skills

- Alerted, focused,
  - Very good communicator
  - Very good presenter
  - Issues solver
  - Dreamer
  - Enthusiastic
  - Persuasive and Visionary
  - Prefer Multitasks
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## Languages

- Arabic : Mother Tongue
  - English : Very Good
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## References

Are ready under request