

Summary

Worked as a Professional Organization Development & Recruitment consultant at one of big four firm (KPMG), have work experience a cross diverse business sectors.

Professional Experience

- ▲ HR Section Head at Kabnoury Ventures ([Green Matter](#), [Awss](#), [Kadabra](#)) October 2023 till present.
 - Overseeing recruitment efforts, including sourcing, interviewing, and selecting candidates for various positions.
 - Handling employee grievances, conflict resolution, disciplinary actions, and promoting positive working relationships within the organization.
 - Ensuring the implementation of fair compensation structures and managing benefits packages for employees.
 - Developing HR policies in compliance with labor laws/regulations while aligning them with company values.
- ▲ Senior HRBP at DMA, Subsidiary of DMG | Mountain View. July 2022 till September 2023.
 - **Achievement Highlights** [There is a full detailed success story you can check it from this [link](#)].
 - Provide all reports and analyses to senior management to support decision-making.
 - Responsible for more than 290+ employees and fulfilling their different requests.
 - The lead recruiting process starts from sourcing till onboarding.
- ▲ Human Resource Supervisor at Wataneya (Society for the Development of Orphanages). August 2020 till June 2022.
 - **Achievement Highlights** [Creating Tracking Tool using Google sheets to track all employees' task progress].
 - Planning, managing, coordinating, monitoring, and implementing tasks required from HR Manager.
 - Ensuring all screening, hiring, and selection are done in accordance with employment laws and regulations.
 - Analyze and actively manage performance appraisal and employees to improve operational efficiency.
- ▲ Human Resource Business Partner at Business Castle. September 2018 to May 2020.
 - Strategic workforce planning: ensure the company's workforce has the right size, cost, and agility for the future.
 - Succession planning: select and develop key talent to ensure there are talents to fill in critical roles.
 - Collaborating with other HR team members on implementing innovative and inclusive recruitment strategies.
 - Conducting day-to-day performance management guidance to line managers.
 - Conduct monthly meetings with business leaders and provide HR advice where necessary.
 - Structuring compensation and benefit packages.
- ▲ Human Resource Senior Specialist at Arabeya Online – one of **Bank Audi** Companies. June 2017 to August 2018.
 - Managing the overall interview, selection, on-boarding and new hire process
 - Organizing quarterly and annual employee performance appraisal.
- ▲ Organization Development Consultant at **KPMG** Advisory. August 2012 to May 2017.

Participate in OD & Recruitment projects for many clients some of most notables are



For more details click [here](#).

Professional Experience (Cont.)

- ▲ Human Resource Generalist at Care 4 Catering for Petroleum Services. *April 2010 to July 2012.*
 - **Achievement Highlights** [Establish digital HR system using MS Access lead to fast and smoothly operations].
- ▲ Human Resource Coordinator at Middle East for Mining Investments. *August 2007 to March 2010.*

Academic Education

Human Resource Diploma, RITI (Regional Information Technology Institute), August 2013. Grade (A+) [check final project here](#)

- Strategic Human Resources Management
- Personnel Planning and Recruitment
- Performance Management
- Labor Law and Social Insurance.
- Job analysis and Job Description
- Training and Development
- Compensation Management

BA, Faculty of Law, Ain-Shams University, May 2007.

[Grade](#): Good, 72%

Courses & MOOC

There are +30 Courses in different fields i.e. (Project Management, Marketing, [SEO](#), Advertising, Sales, Creative Thinking, Career Development, Accounting, SAT, GMAT, TOEFL, Management, [Successful Negotiation](#), [Lean Six Sigma Foundations](#), [Public Speaking](#), and Entrepreneur) and the most updated courses are:

- [Prompt Engineering for ChatGPT at Vanderbilt University](#) *December 2023*
- [Google data analyst professional certificate](#). *February 2022*
- Advanced Performance Management System at OD Practitioners instructor Dr.Dina Ghazaly. *January 2022*
- Merit matrix at OD Practitioners instructor Mr. Kareem Mohamed. *November 2021*
- Hay Job Evaluation OD Practitioners instructor Dr.Dina Ghazaly. *September 2021*
- [Big Data analysis at Udacity](#). *March 2021*

Technical skill

- [Full Stack Web Developer](#)
Front-end: (HTML5, CSS, JavaScript, Bootstrap, jQuery, Ajax)
Back-end: (PHP, MySQL, Laravel).
- Very good at Tableau a data visualizations software for data science and analysis.
- Very good at Prezi.com a cloud-based presentation software.
- Very good at R programming language for statistical computing and graphics (for data science and analysis).
- Very good at Microsoft (Word, Excel, Access and PowerPoint).

Languages

- Arabic, Native language
- English, B2
- French, B1

Extracurricular activities

- A participant at PHC-Egypt group for HR professionals (Professional Human Capital), 2012 to present.
- A career coach of Maaan team for preparing youth for labor market, 2012 to present.