

Résumé

Ramy S. Khalil

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PERSONAL DATA:

Date of Birth: February 3rd, 1982.
Marital Status: Married.

CAREER OBJECTIVE:

Experienced Senior HR Manager specializing in the construction industry across North Africa and the GCC Countries. Seeking a leadership role to optimize workforce efficiency, enhance engagement, and ensure compliance. Committed to driving growth and profitability through strategic HR solutions tailored to regional dynamics.

EMPLOYMENT HISTORY:

April 2018 till date: **HR Manager – North Africa**
Company: Consolidated Contractors Group S.A.L. (CCG)
Location: Head Office of Africa.

Duties & Responsibilities:

1. **Strategic Leadership and Organizational Development:** Led the HR department in Egypt, driving strategic initiatives that significantly improved workforce management and efficiency. Pioneered the integration of analytics to inform predictive staffing, demonstrating a balanced approach to leveraging technology and strategic planning.
2. **Data-Driven Decision-Making for Strategic Planning:** Developed a comprehensive HR Management Dashboard, utilizing analytics to inform strategic decision-making. This initiative underscored my commitment to evidence-based strategies, enhancing operational efficiency and strategic alignment.
3. **Regional Leadership and Operational Excellence:** Directed HR departments across several countries, implementing best practices and innovative solutions to streamline operations. My leadership extended beyond technology adoption, focusing on enhancing HR's role in achieving business objectives and fostering a culture of continuous improvement.
4. **Strategic HR Advisory and Policy Innovation:** Acted as a key strategic advisor, coordinating across the continent to ensure alignment of HR practices with organizational goals. My role involved not only technological innovation but also the development and continuous review of HR policies to meet evolving organizational needs.
5. **Compensation and Performance Management Strategy:** Utilized data analysis to inform compensation and performance management strategies. This approach ensured fair and objective evaluations, aligning compensation with market trends and organizational goals, showcasing my strategic approach to HR management.
6. **Talent Acquisition and Development Strategy:** Led the standardization of recruiting and hiring practices, focusing on enhancing talent acquisition and employee development. My strategy included the integration of technology where appropriate, but the emphasis remained on creating a robust talent pipeline to support organizational growth.
7. **Strategic Advisory on Human Resources:** Provided strategic advisory services, using data analytics as one of several tools to inform decision-making. My advisory role emphasized aligning HR strategies with broader business objectives, reinforcing my strategic value to the organization.
8. **Innovation in HR Management Systems:** Spearheaded the development of an advanced HRMS, focusing on predictive insights to inform strategic HR planning. This initiative

highlighted my ability to lead technological innovation while keeping strategic organizational development at the forefront.

May 2014 to March 2018: Project HR Manager.

Company: Consolidated Contractors Group S.A.L. (CCC)
Location: The Nile Corniche Project, Cairo, Egypt.
Client: Qatari Diyar
Contract Value: USD 460 million.

Duties & Responsibilities:

1. Leading HR Department with all its units at the project, reporting to HR Director – North Africa.
2. Act as an advisor to management on all human resources, providing expert advice and guidance to assist in decision taking.
3. Provide input for appraisal of staff to assist in assessment of individual performance against set objectives.
4. Manage and coordinate staff mobilization and demobilization activities to ensure optimum staff deployment potential.
5. Control and coordinate multiple disciplinary activities within the HR and administrative function at the project.
6. Control and manage the Compensation and Benefits, Salary administration.
7. Develop, undertakes continuous review of, and recommend improvements to HR and administrative procedures, policies and practices to enable the provision of an effective quality service to the company.
8. One of the project management's lessons learned committee, the committee is to share and provide the lessons learned from work which shall include the problems/challenges that we would highlight for the upcoming projects within the group.
9. Undertaking negotiations on terms and conditions of employment and examining and resolving disputes.
10. Investigate cases involving grievance of employees for resolution.
11. Monitoring employment costs and productivity level.
12. Managing HRMS (Human Resources Management System).
13. Supervise/Managing the process of job evaluations and EPMS (Electronic Performance Management system)
14. Developing, Managing, and maintaining an interactive Dashboard published on cloud and accessible by the senior management, showing all the HR analytics to ease management decisions.

December 2008 till April 2014: Senior Human Resources Administrator

Company: Consolidated Contractors Group S.A.L. (CCC)
Location: New Cairo, Egypt.

Duties & Responsibilities:

1. Interview job applicants; review application/resume; evaluate applicant skills and make recommendations regarding applicant's qualifications.
2. Undertaking negotiations on terms and conditions of employment and examining and resolving disputes.
3. Act as the deputy of Area HR Manager, providing expert advice and guidance to assist in decision taking.
4. Provide recommendations/advice for salary adjustments, hiring ranges and promotions.
5. Managing and administering payroll.

6. Providing advice and assistance in developing human resource plans.
7. Overseeing the formation and conduct of workplace consultative committees and employee participation initiatives.
8. Investigate cases involving grievance of employees for resolution by management.
9. Administering HRMS (Human Resources Management System) & provide appropriate training to HR staff.
10. Carrying out job evaluations and EPMS (Electronic Performance Management system)
11. Supervise the initiation of a wide range of personnel administration paperwork (Contracts of service leave action, status sheets, final settlement, etc.).
12. Provide a varying range of complex reports to support HR operations and management decision-making process.
13. Orient newly recruited HR staff within scope of assigned responsibility.

Feb 2005 till Nov 2008: Human Resources Administrator.
Company: Consolidated Contractors International Company (CCC)
Project: The Dubai Mall Project (Largest Mall in the world)
Client: Emaar Group
Location: Dubai, UAE.

Duties & Responsibilities:

1. Provide advice, assistance and follow-up on company policies, procedures, documentation, and disciplinary actions.
2. Managing and administering payroll.
3. Investigate cases involving grievance of employees for resolution by management.
4. Administering HRMS (Human Resources Management System) & provide appropriate training to HR staff.
5. Supervise the initiation of a wide range of personnel administration.
6. Provide a varying range of complex reports to support HR operations and management decision-making process.
7. Supervise all cost codes and manpower reports made by HR department.
8. Coordinate to ensure timely deployment of required manpower as per Manpower Histogram.
9. Coordination with the hired manpower companies.
10. Orient newly recruited HR staff within scope of assigned responsibility.
11. Creating and modifying Programs and Reports in FoxPro, related to Wages Database& Payroll system.
12. HRIS, and was assisting the automation team and helping in the development of the pyramid system (New systems links between all the departments)

October 2002 Till January 2005: Administrator Assistant (Personnel)
Company: Consolidated Contractors International Company (CCC)
Project: & Orascom Construction Industries (OCI) JV
Location: Golden Pyramids Plaza Project (City Stars Mall)
Cairo, Egypt

Duties & Responsibilities:

1. Co-ordinate and supervise performance of tasks assigned and delegated to admin clerks to ensure quality and timeliness of output.
2. In charge of the timesheet system and cost allocations related to wages.
3. In charge of the payroll system with coordination of accounts department
4. Preparing the required manpower reports, attendees, absenteeism, etc.
5. Preparing manpower histogram.

6. In charge of the access card system.

EDUCATIONAL QUALIFICATION:

- Academic Degree :
*Bachelor of Computer Sciences May 2002.

COURSES & SEMINARS:

- Risk Management Awareness Training – April 2012, Cairo, Egypt.
- Labour Law – June 2011, American Chamber of Commerce, Cairo, Egypt.
- Social Security Law – May 2011, American Chamber of Commerce, Cairo, Egypt.
- HRMS (Human Resources Management System) Administration – December 2006, Abu Dhabi, UAE.
- Cisco Certified Network Associate (CCNA), 2003
- Microsoft Certified Systems Engineer (MCSE), 2003
- VB6 Programming at the Engineering College of Cairo University, 2001.

COMPUTER SKILLS:

- Microsoft Office:
 - Proficient in Microsoft Word, Excel, PowerPoint, and Outlook.
 - Experienced in advanced Excel functions, including pivot tables, VLOOKUP, and data analysis tools.
- Visual Foxpro:
 - Proficient in Visual Foxpro for legacy system maintenance and development.
- Java Programming Language:
 - Proficient in Java programming language for building enterprise-level applications.
 - Experienced in object-oriented programming (OOP) principles and design patterns.
- Python Programming Language:
 - Proficient in Python programming language for web development, data analysis, and machine learning.
 - Experienced in developing applications with Django framework for rapid web development.
- Machine Learning Libraries (PyTorch, TensorFlow):
 - Proficient in PyTorch and TensorFlow for implementing machine learning models and deep learning algorithms.
 - Experienced in building neural networks, training models, and evaluating performance metrics.
- Computer Vision:
 - Proficient in computer vision techniques for image processing, object detection, and pattern recognition.
 - Experienced in implementing computer vision algorithms using OpenCV library.
- JavaScript:
 - Proficient in JavaScript programming language for front-end.
 - Experienced in React.js framework for building interactive user interfaces.
- Database Management Systems (Microsoft SQL, Postgres SQL):

- Proficient in SQL for database management and querying.
- Experienced in Microsoft SQL Server and PostgreSQL for database design, optimization, and administration.

KEY ACHIEVEMENTS:

1. Participated & provided advices for the new inhouse Pyramid system to integrate between three systems the payroll, attendance and the finance system.
2. Developed an electronic Filing system.
3. Developed an interactive HR Management Dashboard using Machine learning published on cloud platform.
4. Developed a WEB Application handling Recruitment, Document Control and Projects Manning.
5. Successfully reduced employee turnover by 15% through the implementation of targeted retention strategies, especially in remote projects.
6. Implemented a new performance appraisal system, resulting in more objective evaluations and improved employee morale.
7. Recognized by senior management for exceptional leadership and strategic vision in driving HR initiatives.

LANGUAGE SKILLS:

Arabic ➔ Native Speaker
English ➔ Excellent