

**Nouzada Hady**  
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## **CAREER EXPERTISE**

Communication, Employee Relations, Strategic HR Management, Organization Development, Job Analysis & Description, Job Evaluation & Grading, Performance Management & Appraisals, Recruitment & Selection, Training Need Analysis & Development Plans, Succession Planning & Talent Management, Designing HR Policies & Procedures.

## **PROFESSIONAL EXPERIENCE**

**Tri-Ocean Energy, Cairo**  
(November 2010 to present)

Tri-Ocean Energy (Daughter Company of Egypt Kuwait Holding, EKH) is an Oil & Gas exploration and production company since 2007.

**HR and Corporate Communication Manager**

### **Job Duties & Responsibilities**

#### **Organizational Development**

- Develop Departmental Organizational Chart Including Job titles aligned with the Organizational Goals & Objectives.
- Develop & Create Employees Job Evaluation & Grading System according to Hay points method.
- Establish & Develop Job Description (JD), conduct Job Analysis for each job title and identify KPI.
- Develop & Implement Employees Salary Structure.

#### **Recruitment, Selection & Orientation:**

- Develop Recruitment & Selection process and procedures (including its description, recruitment measurement definitions, regular measurement reporting, taking proper actions to close gaps)
- Design Job Vacancies Announcement for publication in the recruitment channels (Inside & outside Egypt)
- Handle Jobs interviews panel according to the company's competency profile.
- Monitor and constantly reduces the costs of the Recruitment Process.
- Manage Manpower Recruitment budget plan.

#### **Learning & Development:**

- Plan Departmental/Functional Training Budgets, forecast costs and delegate numbers as required by organizational planning and budgeting systems.
- Assess relevant Training Needs for staff individuals and organization, in consultation with departmental heads, including assessment methods and measurement systems entailed.
- Produce Organizational Strategy and Plans to meet Training and Development needs, and manage training delivery, measurement and follow-up as necessary.
- Identify, select and manage external training and accreditation bodies, agencies and providers necessary to deliver required training to appropriate standards.
- Supervise training venues, logistics as required, to achieve efficient training attendance and delivery.

#### **Employee Relations & Communication**

- Raise awareness and promote staff participation in CSR projects (Injaz, Triple Effect, Pfizer Health)
- Develop and edit the company's newsletter through regular communication with department heads and staff to acquire latest updates on Business, Economy and Markets.
- Monitor, edit and administer Tri-Ocean Energy website.
- Prepare and compile texts for the annual reports and company's brochures. Responsible for contacting design and print houses to choose best offers, assign and follow up with designated project partner.
- Ensure branding compliance across all advertisement, correspondence, signage and business cards.
- Act as Quality Controller; follow up on compliance with ISO9001 requirements by planning and implementing audit sessions

## **German University in Cairo, New Cairo**

(July 2007 to November 2010)

### **Business Development Sr. Executive**

- Planned and coordinated first graduation party of class 2007 and first Employment and Internship Fair in 2008.
- Worked with internal and external parties to organize various components needed to initiate, run and conclude several marketing and business projects.
- Identified business opportunities with particular focus on students' activities and new study programs.
- Analyzed competitors communication actions and reports on this matter.
- Led CSR activities in different public and private institutions by engaging GUC students in introducing new support concepts for early childhood learning
- Represented GUC in different networks, administrated and managed presentations at different fronts.
- Approached potential partners; international universities, education institutes, and German Funding institutes e.g. GTZ, DAAD
- Proactively established and maintained effective working team relationships with all academic and non-academic departments.
- Drafted the Chairman's speeches, podiums and collected news from students and academic staff for internal press releases to promote the image of the GUC and strengthen staff motivation and loyalty

## **Siemens Limited, Cairo**

(May 2000 to July 2007)

### **Executive Assistant to CEO**

- Reported regularly the market and sales development to HQ with a detailed project monitoring.
- Led employee satisfaction surveys and corporate citizenship projects.
- Prepared and arranged in-house training programs
- Helped in placing students from German schools – University in different departments for internship.
- Updated and coordinated the crisis management plan
- Prepared memorandums outlining and explained administrative procedures and policies to administration staff, and monitored compliance.
- Arranged programs, events, and conferences by arranging for facilities and caterer, issued information & invitations, informed speakers, and controlled event budget.
- Acted as custodian of corporate documents and records.
- Directed preparation and filing of corporate legal documents with government agencies to conform to statutes.

## **INTERNATIONAL EXPERIENCE**

### **Egyptian Consulate, Vienna - Austria**

(5/98 to 3/2000)

#### **Assistant to Consul**

- Prepared and edited correspondence between the Egyptian Ministry for Foreign Affairs and the different Austrian authorities, regarding the various affairs (legal status, social insurance, Islamic burial conditions, etc.) of the Egyptian citizens residing in Austria.
- Liaised and interpreted in German – Arabic between Consul and Austrian authorities
- Issued and kept records of all sorts of visas for all nationalities.
- Legalized commercial documents, education certificates and birth certificates
- Substituted the executive assistant to ambassador during vacation and sick leave.

### **Embassy of Kuwait, Vienna – Austria**

(2/94 – 4/98)

#### **Communication Officer in the press Section**

- Scanned constantly different newspapers and magazines to translate all articles concerning Kuwait and other Arab countries. Translation was sent to Kuwait weekly by the diplomatic pouch to inform Kuwait authorities of the latest news and comments stated in the public Austrian press.
- The job included contacting journalists, drafting correspondence in English and German languages, filing and archiving.

## EDUCATION

Enrolled student in a **Psychology Master's program** in American University of London  
**Associate Certified Coach, ACC - ICF** (International Coaching Federation)  
Life Coaching and Co-Leader Program from Francisco de Vitoria University – Spain  
**BA**, English Comparative Literature, Ein Shams University, (Grade: Good)  
**Thanawia Amma**, El Nasr College (Ex: English School)

## SKILLS/ TRAININGS

**Business courses:** Finished successfully 4 courses with GPA of A+ in Marketing, HR, Economics and Accounting within the **GUC MBA program**. Professional Human Resources in Amcham, Total Quality Management in AUC, Marketing, Organizational Behavior and Project Management in Knowledge Academy. **ISO 9001 and QMS Lead Auditor** in SGS, Digital Marketing in RCGC.

**Languages:** English - German - French

**Computer skills:** Confident user of Microsoft Application package (Word, Excel, Power Point, Publisher) Visio, and MS Project

**Publications:** Co-authored a paper titled "*An Overview of Human Resource Development in Pre and Post Revolution Egypt and its Efforts towards reaching Sustainable Development*" published in the **Journal of Human Resources Management and Labor Studies** 01/2014; 2(3 & 4).