

Waleed Ahmed El Habashy

Block 13 Building 2 Oasis District Nasr City, Egypt - Cairo
+201008353201 / 0020224486914; +966 562907018 | welhabashy30@yahoo.com

Senior HR & Admin Management professional with over 20 years' track record

Management Profile: Human Resource/ Administration/ Operations

Knack to build outstanding workplaces and performance-driven companies

Dynamic & results-driven senior industry professional with significant HR & Administration experience implementing complex cross-functional HR strategic initiatives as well as developing & implementing successful HR management strategies to support corporate mandate; demonstrated expertise in managing core HR activities related to performance management, compensations, competency mapping, career coaching, retention policies and exit formalities, employee on-boarding and inductions

Core Competencies...

- HR & Admin Management
- Manpower Planning
- Recruitment Deployment
- HR Policies & Procedures
- Employee On-Boarding & Induction
- Talent Acquisition & Retention
- Payroll/Benefits/Compensation
- Employee Engagement
- Performance Assessment & Appraisal
- IR, ER & Statutory Compliance
- Staff welfare and Entertainment
- Team Building & Leadership

Leadership Strengths & Highlights

- ❑ **HR Strategic Planning:** Skilled in planning, developing and implementing strategy for HR management and development. Evaluated and reported on HR issues, opportunities and development initiatives
- ❑ **Organizational Development:** Significant exposure in organizational restructuring with special emphasis on structured change management approach and methodology for the people side of change, using a practical/business focused approach
- ❑ **Process Enhancement:** Skilled in managing, modifying, updating, administering and implemented HRMS system to provide single source, employee information database used extensively by HR department & Senior Executives for policies and procedures
- ❑ **Recruitment & Selection:** Proven ability in developing specific job profiles and source candidates from major job boards. Assessing applicants by discussing job requirements and applicant qualifications with managers
- ❑ **Operations Management:** Skilled in aligning resource requirements to business objectives, restructuring deployments, managing HR budget, finalizing matrix, developing procedure flowchart. Proficient in automating, customizing, modifying system module updates for generating various status reports
- ❑ **Process Audits:** Involved in audit and review of workplace, employee/ management policies /handbooks to ensure design, development & implementation of updated policies/handbooks
- ❑ **Employee Relations:** Successful mentor of personnel behaviour and approach, skilled in collaborating with various support teams in implementing employee safety, welfare and wellness programs for enhancing employee productivity; empathetically managing employee terminations, grievance and other difficult situations
- ❑ **Liaison & Coordination:** Adept at liaising with Govt., local and other authorities for visa, licenses, permits, passes, insurance, medical IDs, labour Cards, etc.
- ❑ **Training & Development:** Identify specific talents and aspirations of employees and facilitating skill enhancement sessions enabling career growth for employees within the organization
- ❑ **HR Consultancy:** Adept at rendering HR consultancy on various subjects to external organizations (El Rashidi Confectionery, ED_F2P IT Professional Services, Prima Ceramics, Aviation Information Technology S.S.A.E (one of 7 Companies affiliated from the Egyptian holding company for Airports & Air Navigation), Misr Pack, Gawadi Confectionary, Sonut (Schweppes) and internal entities for accomplishing organizational business objectives

Professional Experience

Egypt Kuwait holding company July 2017 till present
Senior HR Consultant

Responsibilities:**HR Strategic Planning**

- Responsible for setting the HR strategy for the group across all affiliated BU
- Revisiting the HR strategic formulation of the company in order to reflect on current vision, mission , strategic Directives and strategic Objectives
- Develop The HR. Division annual budget including salaries Budget, training and development budget,...etc.

Process Improvement & Policy Implementation

- Liaise with the senior management & line managers in enhancing operational efficiency by redesigning organizational structures and defining job profiles
- Implement various process improvement initiatives by streamlining processes, planning and managing structural changes
- Restructure organizational performance and reward programs to align with industry trends and organizational standards
- Acquaint team members with human resource policies and other organizational procedures for implementing the same in day to day activities. Updating and archiving HR. policy documents based on statutory regulations

HR Business Partnership

- Coordinate activities related to delivering HR agenda for the company including aligning business and HR strategies
- Set up communication forums, pulse surveys, rewards & recognition programs for enhancing employee morale and confidence
- Guide respective department heads in resolving complex employee relations issues in compliance to organizational policies and statutory regulations as well as in interpreting relevant HR policies from organizational perspective
- Maintain updated knowledge on legal parameters related to day-to-day management of employees, reducing legal risks and maintaining regulatory compliance. Collaborate with the legal department based on requirements
- Collaborate with the management and employees in enhancing work relationships, building morale, enhancing productivity and retention. Interact with business in supporting talent exchange program
- Ensure solid manpower planning across all organization function and through a solid manning guides
- Work on HR Transformation Project/ Change Management initiatives
- Define reporting/ authority matrix as well as corporate governance parameters and competency models
- Prepare Corporate Business performance Dash Boards and Scorecards
- Guide team members in implementing Human Resources Information System, Organizational Manual & Structuring (As its and should Be), Competency Based Interviewing System, KPI & Competency Based PMS
- Set up Mercer job evaluation, grading system & salary structure, Vocational Training System, Talent Development Plan, Succession Planning & Baseball Cards

Abdul Lateef El Jameel Corporate ALJ

HR Director- (HR Business Partners)

Apr 2014 till May 2017

Accomplishments:

- Acknowledged for enhancing associate engagement results from 60% to 80%

Responsibilities:**HR Strategic Planning**

- Collaborate with the senior management/ respective department heads in preparing long term resource plans by evaluating and matching manpower requirements to organizational business growth
- Interact with department heads for preparing detailed costing data and providing consultancy on optimizing budgetary allocations.
- Evaluate procedures for drafting proposals related to enhancing operational efficiency, conducting performance appraisals and streamlining reporting activities

Process Improvement & Policy Implementation

- Liaise with the senior management & line managers in enhancing operational efficiency by redesigning organizational structures and defining job profiles
- Implement various process improvement initiatives by streamlining processes, planning and managing structural changes
- Restructure organizational performance and reward programs to align with industry trends and organizational standards
- Acquaint team members with human resource policies and other organizational procedures for implementing the same in day to day activities. Updating and archiving HR policy documents based on statutory regulations

HR Business Partnership

- Coordinate activities related to delivering HR agenda for the company including aligning business and HR strategies
- Set up communication forums, pulse surveys, rewards & recognition programs for enhancing employee morale and confidence
- Guide respective department heads in resolving complex employee relations issues in compliance to organizational policies and statutory regulations as well as in interpreting relevant HR policies from organizational perspective
- Maintain updated knowledge on legal parameters related to day-to-day management of employees, reducing legal risks and maintaining regulatory compliance. Collaborate with the legal department based on requirements
- Collaborate with the management and employees in enhancing work relationships, building morale, enhancing productivity and retention. Interact with business in supporting talent exchange program

Administrative Support

- Assist team members in finalizing on job descriptions and grades by evaluating minimum job requirements for specific positions
- Organize training sessions for the managers and employees in drafting job descriptions for relevant positions, defining procedures related to performance evaluation
- Prepare/ present organizational annual manpower budgets and forecasts to the senior management to enable effective decision making

Other Attributes

- Work on HR Transformation Project/ Change Management initiatives and implement Oracle Fusion Suite
- Define reporting/ authority matrix as well as corporate governance parameters and competency models
- Prepare Corporate Business performance Dash Boards and Scorecards
- Guide team members in implementing Human Resources Information System, Organizational Manual & Structuring (As its and should Be), Competency Based Interviewing System, KPI & Competency Based PMS
- Set up Mercer job evaluation, grading system & salary structure, Vocational Training System, Talent Development Plan, Succession Planning & Baseball Cards

Al Mobty Group**Jun 2012 - Mar 2014****Corporate Chief Human Resources Officer and Executive Board Member****Responsibilities:**

- Spearheaded HR operations across 4 affiliated companies with decentralized HR/ admin function, Al Mobty Infrastructure Company, Al Mobty Railways, Al Mobty Real Estate & Mega Projects, Administration Department and Al Mobty Manufacturing
- Defined/ implemented HR policy across various areas of the organization for providing effective change management
- Designed, implemented and audited HR activities within the department and across the organization. Set up effective disciplinary and grievance procedures for all employee groups based on organizational standards
- Updated knowledge in human resource policies, programs and industry best practices, acquainted and followed up with the management on new developments

- Collaborated with the management in defining organization policies and systems for accomplishing organizational business objectives
- Set up and managed policies related to day to day HR and administrative activities and assisted the CEO in resolving HR and other operational issues

El Sewedy Electro Meter Group

Jun 2010 – Jun 2012

(Czech – India – Mexico – Egypt – Zambia – Ethiopia –Ghana-China-Brazil-GAS Metro)

HR Director

Responsibilities:

- Managed day to day operations across 3 departments - Human Resources, Administration, Public Relations
- Collaborated with the senior management in defining/ implementing organizational strategies, preparing staffing & resource plans as well as training & development plans
- Prepared/ implemented effective succession plans and designed orientation plans based on business as well as operational requirements
- Evaluated and matched human resource objectives to organizational objectives for managing human resource services, policies and programs
- Collaborated with central HR teams in implementing HR strategies encompassing hiring, recruiting process, internal mobility, performance management, training and development, employee relations, payroll, compensation and benefits
- Prepared and implemented human resources operations financial strategies by estimating, forecasting, and anticipating requirements, trends, and variances
- Minimized impact of variances by developing action plans, evaluating results and implementing effective remedial measures
- Assisted the CEO and other department heads by providing advise on human resources advice, evaluating information and applications. Monitored Human Resources annual budget and forecast

Generations Consulting and Training

Sep 2007 – Jun 2010

HR and OD Lead Consultant and Business Partner

Accomplishments:

- Enhanced annual consultation revenues from 2 Millions to 6 Millions
- Successfully diversified/ developed various accounts systems
- Spearheaded HR Transformation Practices and enhanced Success of Implementation to 80% of deliverables in some accounts

Responsibilities:

- Managed OD Division for various HR and Management Consultation Accounts like - Morshady Brothers - El Morshady Tex- MEG - EGC (Gurdian) - Seasons Olympic Group - El Safa Mills - National Foods - Arma Industries - PEGUEOT - Oil Tech - Mass Food - SPEGYCO - Egy Swiss - Al Andalus Industries - Egypt Gold - MOG for Modern Industries - Royal Group - Cairo Malaga - IPH (International Printing House) - Rurhpumpen - GESCO - Prima Ceramics - El Rashidi Confectionary
- Rendered consultancy on subjects like
 - Bench Mark Gap Analysis, Strategic Business Plans, HR and OD Gap Analysis
 - Strategic formulation of the company and Key strategies
 - Organization structure Manual, Competency's Model
 - Job analysis and Job profile, Competency Based Interviewing system
 - KPI and Competency Based PMS, Job Evaluation, grading system and salary structure
 - Staffing and Manpower Plan, Communication Policy and Programs
 - Reporting Matrix and Authority Matrix, TNA System
 - Training and Development Plan, Succession Planning, Design orientation programs
 - Motivation and Recognition system, HR Policies and Procedures Manual
 - Recruitment and executive search and Replacement and Succession Plans, HR Training
- Used proven and consistent diagnostic tools to understand team/ business situation, assess readiness to develop a change management/ team effectiveness strategy
- Identified potential people-side risks and anticipated points of resistance
- Rendered support to employee-facing managers and business leaders in implementation of various OD plans
- Built measurement systems to track adoption, utilization and proficiency of changes
- Coordinated with project teams to integrate change management activities into the overall project plan and with communication, training, HR/OD teams to provide targeted support to project
- Assisted clients in selection & setting up of human resource information systems

El Sewedy Foods Corporation

Sep 2004 – Sep 2007

(Cilantro, Rainforest Café, Joe's Crab Shack, Wessaya Chain, Sbarro Italian Chain & Cantina Laredo Restaurants)

Human Resources Director

Responsibilities:

- Led a team of 10 employees across 5 units involved in organizing technical training and managerial development activities
- Coordinated day to day activities encompassing personnel, compensation & benefits and recruitment

Egyptian Company for International Touristic Projects (Americana) Aug 1995 – Sep 2004 (KFC-Pizza hut-TGI Fridays-Fish Market-Grand Coffee-Tikka-Hardees)

HR Section Head

Responsibilities:

- Led a team of 7 coordinators across all 7 main chains responsible for all HR activities within the chain from:
 - Crew hiring
 - HR operations
 - Salary and pay reviews
 - HR reporting
 - Turnover analysis
 - Management and crew mobilization
 - Manpower planning
 - New opening training and recruitment campaigns

Academics

Education

- **MIBA (Master of International Business Administration), 2006**
Arab Academy for Science & Technology in cooperation with ESLSCA, France
- **Bachelor of Commerce & Business Administration, 1999**
Helwan University

Professional Development

- | | |
|---|--|
| <ul style="list-style-type: none">• Human resources Diploma• Certified International Trainer• H.W.W.T. (how we work together)• 7 Habits of Highly Effective People• Facilitation Workshop & Training Evaluation• Presentation & Public Speaking skills• Finance For Non-Financial Managers• Train the Trainer• Ram Charan STRATEGY EXECUTION - The Result-Driven Manager• The Future of HR Strategy in Transforming Organizations• Performance Management | <ul style="list-style-type: none">• Presentation & Public Speaking• Stress Management• Time Management• Strategic Management and Strategic formulation• Investing In People• PHRP• Compensation and Benefits Module• Training and Development• Communication Skills• Investing In People• Negotiation Skills• Coaching Skills• Change Management |
|---|--|

Date of Birth: 27th July 1976 ~ **Languages Known:** English, French and Arabic ~ **Nationality:** Egyptian
Passport details: A133312734 valid till 2021 ~ **Visa Status:** Work Visa Transferable ~ **References:** Available on Request