**Bahaa**

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**Profile Summary**

Senior HR Professional with experience in leading human resources functions while working in financial services and retail firms. Leading and developing the HR team is my passionate along with the other key skills as explained within my career details.

Valued by my colleagues and management for my experience in visualizing the big picture and translating vision into a reality by providing directional leadership and transforming teams into high performing culture.

Some of the major organizations I worked in were: Commercial International Bank (CIB) - Egypt, Arab Bank-Egypt, Mashreq Bank - Qatar, Al Khaliji Bank – Qatar, AZADEA group - Egypt, and Al Ahly Bank of Kuwait- Egypt.

Holder of MSc in Human Resources Management from the University of Louisville, KY, USA , Diploma in HRM from the American University in Cairo and enrolled for the CIPD certificate (expected 2017).

**Skills**

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| --- | --- |
| * Talent Acquisition | * Performance Management |
| * Employee Engagement | * Reward Management |
| * Talent Development | * Outsourcing alternatives |
| * Employee Relations | * HIRS |
| * Change Management | * Policies & Procedures |
| * Manpower Planning | * Budgeting |

**Work Experience**

#### Head of Human Resources department

#### Carina wears Co. – Egypt, (Retail co.)

May 2016 – Dec 2016

* Responsible for enhancing the company org chart and develop all the needed JDs till be approved.
* Review and update the salary scheme and introduce a plan to narrowing the gap between the current pay and the market average .
* Manage the administration, implementation and development of all employee benefits programs such as End of Service, medical insurance, life insurance etc.
* Lead the career development plan within the company & follow up closely the implementation process.
* Responsible for budgeting, estimating and fulfilling the expansion plan's vacancies.
* Establishing a reliable and effective communication channel between management and employees and the vise versa.

#### Senior HR Manager - Recruitment & HR Operations

#### Al Ahli Bank of Kuwait (ABK) - Egypt

August 2011- May 2016

* Manage the administration of compensation and benefits schemes. Participate in the process of salary survey, job evaluations, and job Descriptions.
* Responsible for approving the final manpower plan and ensure the availability of the sourcing channels e.g. head hunter, referral system and recruitment database.
* Heading the HR project team for enhancing and develop the HRIS.
* Setting the HR Budget within the responsible domain and discuss the same for the approval by the senior management.
* Keeping up to date with current employment legislation and ensuring that line managers are briefed on any relevant changes, Manage and supervise all employee contractual processes including contract preparation, renewal, and termination.
* Responsible for the internal communication and maintain its clarity of the communicated messages to the employees
* Played a key role in the bank acquisition and provide all the needed analyses and statistics.
* Support the HRBP by providing professional advices and guidance, the agreed SLAs.

#### Human Resources Manager

#### UIB Co. - Egypt, (Retail co.)

Dec 2010 - July 2011

Responsible for establishing the HR Functions with all its needed HR policies, procedures, and Processes.

Acted as a strategic partner to help and support the business expansion plan in all aspects of general Human Resources, ensuring HR was a major contributor to the business’ success. Providing internal consulting and support to the business in dealing with human resources issues across the region.

Contributed to the efficiency of company operations by maximizing the performance of employees through the introduction, development and implementation of the learning and development framework.

#### Regional Human Resources Manager

#### AZADEA Group – Egypt, (Retail co.)

Dec 2008 - Nov 2010

Acted as a strategic partner to help and support the business expansion plan in all aspects of general Human Resources, ensuring HR was a major contributor to the business’ success. Providing internal consulting and support to the business in dealing with human resources issues across the region.

Contributed to the efficiency of company operations by maximizing the performance of employees through the introduction, development and implementation of the learning and development framework.

#### HR Manager – HR Operational Support

#### Al Khaliji Commercial Bank, Doha – Qatar

March 2007 - Nov 2008

One of the landing team's members during the bank's establishment phase. Acted as a lead person in the delivery of human resource services with specific responsibility for providing information to other HR staff and employees regarding policies and regulations. Addressing a variety of issues and assisting the HR Director in ensuring that HR functions conform to all applicable regulatory requirements.

Managing all aspects of Talent Acquisition and HR Operations by partnering with stakeholders to develop and implement effective sourcing, selection, rewarding and on boarding programs and processes aligned with the talent management needs of the bank.

#### Human Resources Manager

#### Mashreq Bank, Doha – Qatar

August 2005 - March 2007

Responsible for administering HR programs, policies and procedures and for meeting the Bank's staffing needs to support business priorities. Providing guidance and advice to employees and responding to a variety of Human Resources related activities. Fully responsible to deal directly with the local authorities, and establishing reliable and confident communication channels.

#### Senior Specialist – Talent Acquisition and Placement

#### Arab Bank plc, Egypt.

January 2004 - July 2005

Acted as a lead person in the delivery of human resource recruitment services with specific responsibility for providing information to other HR staff and employees regarding policies and regulations; addressing a variety of issues like rotation and placement. Assisting the HR Director in ensuring that recruitment process is conforming to all applicable regulatory requirements.

#### Specialist - Rewards and Benefits

#### Arab Bank plc, Egypt.

April 2001 - December 2003

#### Responsible for the newly established payroll canalized unit and ensure the sound application of the tax and social insurance laws.

#### Specialist - Rewards and Benefits

#### Commercial International Bank (CIB), Egypt

July 1995 - April 2001

Responsible for the administration of the payroll, loans, benefits e.g. shares distribution, and branches cost control.

**Education**

**Master of Science in Human Resources Education**

University of Louisville, Kentucky, USA, External program (2006).

**Human Resources Management Diploma**

American University in Cairo (2001).

**Bachelor of Commerce** (Accounting)

Cairo University (1994).

**Professional Certifications & Training**

* CIPD certificate (2017)
* Hay Job Analysis training.
* Hay Job Evaluation training.
* Hay Reward Management.
* Business Process Reengineering.
* PMP® Exam Prep Boot Camp
* Stepping Up to Management Certificate - Harvard Business Publishing

**Other Skills**

* Excellent command of the MS Office.
* Fluent command of written and spoken English and Arabic.

**Personal Data**

# Nationality : Egyptian

Date of Birth : March 1st. 1973