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**Career objective**

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| Maintain and enhance human resources productively in an organization, developing strong manpower, identifying talent and deploying professional development programs in order to achieve organizational goals and fulfill employees’ needs in efficiency manner. **Highlights** |
| * + - Hiring and retention Policies & procedures
		- Compensation/Payroll Training and Developing
		- Employee relations Labor agreements
		- Regulatory Compliance Compensation Administration

 **Profile** |
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| - Member of the Management Committee at ALMSHARIQ Egypt Group Oil & Gas.-A leading personality with more than 15 extensive years of experience in the HR field who participated with pride in establishing and implementing huge and strategic HR functions within big multinational organizations in the field of Oil & Gas/Energy, Construction and FMCG sectors – Capable of finding effective HR solutions, innovative and world class approaches that support business  |

 **Accomplishments**  |
| * Hired more than 8000 employees in different countries like Egypt – Italy – Azerbaijan- KSA.
* Saved $ 5000,000/year by recognizing structure to eliminate unnecessary in operating expenses
* Supported the project management to reach 11,000,000 man-hours without a lost time accident
* Improved paperwork processing by 50% by streaming submission processes
* Consultant to FMCG industry to establish the succession plan

 **Experience** |

* **Human Resources Country Manager** – February 2019 – Present as Employment
* Employer Name – Weatherford Oil services , (Weatherford oil services is Multinational company specialized in Oil & Gas, Power Plant production services, completion and drilling tools )
* Location: Egypt – Tunisia – Algeria
* Duties
* Evaluate organization vision, mission, structures, processes and people and recommend, design and facilitate implementation of solutions to ensure alignment with the Company’s overall direction.
* Responsible for implementing, enforcing and administering federal and state employment regulations as well as corporate policies and procedures.
* Manage core Performance Management and feedback processes. Develop manager capability on employing these processes and obtaining best in class results.
* Ensure accurate and written job descriptions with clear job accountabilities, reporting structures and career paths
* Develop training plans and programs; organize training sessions, workshops, and activities
* Establish salary guidelines for hiring and performance evaluations for each job within the organization
* Provide recruiting and hiring support by developing recruitment plans and implementing activities such as internal communication, placement of ads; reviewing resumes, conducting screening interviews, administer tests or KPIS evaluations, and reference and background checks.
* Services as the Affirmative Action compliance officer
* Develop staff orientation programs
* Ensure accurate employee files
* Administration of all corporate and employee benefits and services to include health care programs, life insurance, disability insurance, leave management and benefits.
* Periodic evaluation of programs to ensure the most effective and high quality programs; administration of all benefits programs
* Development and distribution of employee benefits packages, handbooks and materials
* Directly manage all benefit suppliers
* Manage all drug testing and substance abuse programs
* Collaborate with management and staff to drive workforce planning initiatives within divisions and department teams.
* Provide proactive guidance and counsel to managers and employees on employee relations issues.
* Introduce, lead and influence change management initiatives with management staff in order to address issues that will enhance overall performance.
* Coach employees on subjects such as career, leadership and performance development plans, compensation matters and assisting employees during implementation of change management initiatives.
* Development and management of workplace safety programs- at all facilities and show-site operations and overall environmental conditional
* Develop and manage all safety programs as well as accident reporting
* Ensure adherence of OSHA rules and regulations
* Manages all workers’ compensation claims and represents the company at worker’s compensation hearings as needed.
* Working with the Director of Operations, ensures the proper management and administration of Union contracts and collective bargaining agreements nationwide
* Directly manages and supervises the receptionist and reception area.
* Works with the executive assistant to the CEO to develop and facilitate corporate functions such as companywide meetings
* Performs other duties as assigned and deemed necessary under the direction of the Department Supervisor.
* The Human Resources Manager will design, implement, and support talent strategies and programs for a functional client group(s) with significant complexity, to enhance the effectiveness of managers and the effective acquisition, performance management, development and movement of talent. In doing so, they will lead and oversee strategic client and/or company projects (which may span globally) and drive execution and implementation of these strategies.
* Summary:
* Optimize relationships of associates, managers and functional leadership; linking human resources strategies to business objectives; counseling and advising management on a variety of topics related to talent including design and implementation of training, performance management, and organizational design programs ensuring compliance with all labor laws.
* Consults with leaders on talent management and organizational design challenges. Anticipates challenges and recommends innovative organizational solutions for complex problems.
* Support the Organizational Talent Assessment and Global Functional Talent Review processes for assigned client groups. Lead Functional Talent Review sessions and ensure goal setting, countermeasures, and staffing actions are deployed and managed for Senior Leadership Functional Talent across Danaher.
* Delivers change management consultation to clients
* Provides consultation and training on engagement & retention of associates. Assists leaders and teams with defining and developing engagement action planning.
* Drives and manages the performance management processes. Leads performance calibration sessions; coaches leaders on tough conversations; creates performance improvement plans and development plans.
* Drives and manages workforce planning and headcount management to align strategies with business priorities
* Consults with clients on internal movement decisions; transfers, promotions, job enhancements and ensures decisions are in line with talent and skill gaps, development plans and career Pathing.
* Reports monthly metrics and drives to ensure that countermeasures are in place when not hitting targets. Uses data to coach clients and drive correct behaviors
* **HEAD OF HUMAN RESOURCES**– Jan 2019 – Present Freelancer
* Employer Name - ALMSHARIQ, (ALMSHARIQ is Saudi company specialized in Oil & Gas, Power Plant production services)
* Location: Egypt – KSA
* Duties
* Develops organization strategies by identifying and researching human resources issues; contributing information, analysis, and recommendations to organization strategic thinking and direction; establishing human resources objectives in line with organizational objectives.
* Implements human resources strategies by establishing department accountabilities, including talent acquisition, staffing, employment processing, compensation, health and welfare benefits, training and development, records management, safety and health, succession planning, employee relations and retention, EEO compliance, and labor relations.
* Manages human resources operations by recruiting, selecting, orienting, training, coaching, counseling, and disciplining staff; planning, monitoring, appraising, and reviewing staff job contributions; maintaining compensation; determining production, productivity, quality, and customer-service strategies; designing systems; accumulating resources; resolving problems; implementing change.
* Develops human resources operations financial strategies by estimating, forecasting, and anticipating requirements, trends, and variances; aligning monetary resources; developing action plans; measuring and analyzing results; initiating corrective actions; minimizing the impact of variances.
* Accomplishes special project results by identifying and clarifying issues and priorities; communicating and coordinating requirements; expediting fulfillment; evaluating milestone accomplishments; evaluating optional courses of action; changing assumptions and direction.
* Supports management by providing human resources advice, counsel, and decisions; analyzing information and applications.
* Guides management and employee actions by researching, developing, writing, and updating policies, procedures, methods, and guidelines; communicating and enforcing organization values.
* Complies with regulation, and local legal requirements by studying existing and new legislation; anticipating legislation; enforcing adherence to requirements; advising management on needed actions.
* Updates job knowledge by participating in conferences and educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.
* Enhances department and organization reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.
* **HUMAN RESOURCES & ADMINISTRATION MANAGER** – August 2017 – Dec 2018
* Employer Name - ARAMCO, (ARAMCO is Saudi company specialized in oilfield production services)
* Location: KSA
* Duties:
* Maintains the work structure by updating job requirements and job descriptions for all positions.
* Maintains organization staff by establishing a recruiting, testing, and interviewing program; counseling managers on candidate selection; conducting and analyzing exit interviews; recommending changes.
* Prepares employees for assignments by establishing and conducting orientation and training programs.
* Maintains a pay plan by conducting periodic pay surveys; scheduling and conducting job evaluations; preparing pay budgets; monitoring and scheduling individual pay actions; recommending, planning, and implementing pay structure revisions.
* Ensures planning, monitoring, and appraisal of employee work results by training managers to coach and discipline employees; scheduling management conferences with employees; hearing and resolving employee grievances; counseling employees and supervisors.
* Maintains employee benefits programs and informs employees of benefits by studying and assessing benefit needs and trends; recommending benefit programs to management; directing the processing of benefit claims; obtaining and evaluating benefit contract bids; awarding benefit contracts; designing and conducting educational programs on benefit programs.
* Ensures legal compliance by monitoring and implementing applicable human resource federal and state requirements; conducting investigations; maintaining records; representing the organization at hearings.
* Maintains management guidelines by preparing, updating, and recommending human resource policies and procedures.
* Maintains historical human resource records by designing a filing and retrieval system; keeping past and current records.
* Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
* Completes human resource operational requirements by scheduling and assigning employees; following up on work results.
* Maintains human resource staff by recruiting, selecting, orienting, and training employees.
* Maintains human resource staff job results by counseling and disciplining employees; planning, monitoring, and appraising job results.
* Contributes to team effort by accomplishing related results as needed
* **HUMAN RESOURCES & ADMINISTRATION MANAGER** – Jan 2010 – July 2017
* Employer Name - Italfluid Egypt, (Italfluid Egypt is a multinational company specialized in oilfield production services –Coiled Tubing- Nitrogen –Liquid Pumping- Well Testing- Early Production- Industrial Services )
* Location: EGYPT – ITALY
* Duties:
* Analyzes wage and salary reports and data to determine competitive compensation plan.
* Writes directives advising department managers of Company policy regarding equal employment opportunities, compensation, and employee benefits.
* Develops and maintains a human resources system that meets top management information needs.
* Oversees the analysis, maintenance, and communication of records required by law or local governing bodies, or other departments in the organization.
* Identifies legal requirements and government reporting regulations affecting human resources functions and ensures policies, procedures, and reporting are in compliance. Studies legislation, arbitration decisions, and collective bargaining contracts to assess industry trends.
* Writes and delivers presentations to corporate officers or government officials regarding human resources policies and practices.
* Recruits, interviews, tests, and selects employees to fill vacant positions.
* Plans and conducts new employee orientation to foster positive attitude toward Company goals.
* Keeps records of benefits plans participation such as insurance and pension plan, personnel transactions such as hires, promotions, transfers, performance reviews, and terminations, and employee statistics for government reporting.
* Coordinates management training in interviewing, hiring, terminations, promotions, performance review, safety, and sexual harassment.
* Advises management in appropriate resolution of employee relations issues.
* Responds to inquiries regarding policies, procedures, and programs.
* Administers performance review program to ensure effectiveness, compliance, and equity within organization. Administers salary administration program to ensure compliance and equity within organization.
* Administers benefits programs such as life, health, and dental insurance, pension plans, vacation, sick leave, leave of absence, and employee assistance.
* Investigates accidents and prepares reports for insurance carrier. Coordinates Safety Committee meetings and acts as Safety Director.
* Conducts wage surveys within labor market to determine competitive wage rate.
* Prepares budget of human resources operations.
* Prepares employee separation notices and related documentation, and conducts exit interviews to determine reasons behind separations.
* Prepares reports and recommends procedures to reduce absenteeism and turnover.
* Represents organization at personnel-related hearings and investigations.
* Contracts with outside suppliers to provide employee services, such as temporary employees, search firms, or relocation services
* **HUMAN RESOURCES SUPERVISOR** – Jan 2009 – Dec 2009
* **Employer Name: Transocean**. (Transocean is one of the world’s largest offshore drilling specialists in Drilling*)*
* Location: EGYPT
* Duties :
* Manage and lead the complete recruitment process for injecting the company with talented calibers according to the staffing plan (local and expats).
* Manage and recommend effective HR benefits programs to retain the company staff such as medical and life insurance etc……..
* Responsible for handling the personnel issues and staff complain in both Cairo office and - site such as (mobiles, vacations, HR letters, accommodation, employees’ files, etc…).
* Responsible for all the hiring procedures of all the staff, local and expatriates, as well as the termination.
* Responsible for the hiring orientation for the new staff and all issues related to this item.
* Dealing with the social & labor offices.
* Managing and handling the work-permits for the expatriate staff.
* Participating in writing the company HR policies and procedures as well as creating flow charts.
* Manage and follow up the HR budget.
* Providing an efficient and effective Human Resources operating cost.
* Communicate closely with HR director and with the department Heads/Managers and to manage the relative HR Scope.
* Providing quarterly reports to the HR director verbal and written regarding implementing the HR policies in the company.
* Providing the HR director with evaluation and assessment about the Service Providers performance and making surveys for the best third parties in the market.
* **HUMAN RESOURCES & ADMINISTRATION GENERALIST** – July 2005 – Dec 2008
* **Employer Name: - KBR- Halliburton**. (Kellogg Brown and Root international is one of the world’s largest ​and a global technology, engineering, procurement and construction company serving)
* Location: EGYPT
* Duties:
* Designed employee’s handbook according to legal and benefit changes.
* Met with all new hires to explain benefits, guidelines and procedures.
* Updated company job description to reflect changing roles.
* Responded to employee issues and questions timely manner.
* Handling administration issues.
* Administer compensation and benefit plans
* Assist in talent acquisition and recruitment processes
* Conduct employee onboarding and help organize training & development initiatives
* Provide support to employees in various HR-related topics such as leaves and compensation and resolve any issues that may arise
* Promote HR programs to create an efficient and conflict-free workplace
* Assist in development and implementation of human resource policies
* Undertake tasks around performance management
* Gather and analyze data with useful HR metrics, like time to hire and employee turnover rates
* Organize quarterly and annual employee performance reviews
* Maintain employee files and records in electronic and paper form
* Enhance job satisfaction by resolving issues promptly, applying new perks and benefits and organizing team building activities
* Ensure compliance with labor regulations

 **Key competencies**

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| * Flexibility to respond to a range of different work situations.
* Ability to develop and maintain effective working relationships at all levels.
* Tactful and able to deal with difficult situations.
* Leadership
* Decision Making, Planning & Evaluation, Conflict Management, Self-Management, Oral Communication, Teamwork, Influencing/Negotiating, Integrity/Honesty, Flexibility, Learning and Adaptation
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 **Academic qualifications**

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* Executive Master Business Administration – George Washington & Alexandria University Degree 2011- 2015.
* Advanced Diploma in Human Resources -Cambridge College Britain - Degree 2008 – 2009.
* Bachelor of Business Administration - Helwan University Cairo, Egypt - Degree 2001 – 2005.

 **Personal information**

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Date of Birth: 5/11/1983

Nationality: Egyptian

Military Status: Exempted

Language: Arabic Native – English Fluent

Passport: Valid till 2020