



Walied Farouk Taha

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CONTACT

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EDUCATION

Bachelor of Social Work ,1995.

OBJECTIVES

I am willing to give total support for the organization that I am in, Seeking New challenges, Utilizes the experience and capability that I have , to achieve Organization's goals and Create mutual benefits, and developing my individual skills .

PROFESSIONAL EXPERIENCE

Cargill (1998 – Current)

Regional HR Operations Lead (2015 - Current) – Egypt/Jordan/UAE/Algeria

Regional role for North Africa and Middle East (Egypt , Algeria, morrocoy, Jordan and UAE) in the following duties:

- Implement related HR policies & strategies.
- Manage HR Operations & administration activities .
- Oversees and Processing payroll for related countries .
- Representing organization with related governmental sectors .
- Manages the talent development process and tools .
- Supports business leaders to deliver Company Strategic Plans & actions.
- Supporting achievements of learning needs for organization and team development .
- Supporting recruitment and talent acquisition activities to get the required talents .
- Execute HR function plan and strategy.
- Coordinates change initiatives for enhancing organizational effectiveness and Talent pipe lines and talent acquisition .
- Facilitates the delivery of HR activity within the business .
- Monitors and addresses legal compliance issues to ensure that organization complies with local and national laws
- Monitoring related service providers .

EGYPT HR Supervisor (2007- 2015)

- Implement all related HR policies & strategies.
- Manage HR Operations & administration related activities .
- Oversees and Processing payroll for related countries .
- Representing organization with related governmental sectors .
- Manages the talent development process and tools .
- Supports business leaders to deliver Company Strategic Plans & actions.
- Supporting achievements of learning needs for organization and team development .
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HR / Admin coordinator (2003 – 2006)

Supervises Personnel specialists in the following duties:

- Supervises and revises on payroll specialists' work.
- Organize workload and schedules within department.
- Serves as a link between management and employees by handling questions, and help resolve work-related problems.

Supervises:

- New employees' completion of forms.
- Time cards, vacation, sick leaves, travel and other allowances.
- Data gathering and record keeping for all employees.
- Maintaining Human Resource and payroll system and related record keeping and reporting.
- Ensures the updating of employees files and status.
- Follow up on employees' business trips and reconcile their financial procedures.

Perform :

- Develop and maintain strong working relationships between company departments.
- Develop and maintain strong performance for 3rd party vendors dedicated to Payroll , health insurance....and all other benefits provided to the employees.
- Dealing with labor office regulation, rules and policies.
- Dealing with social insurance regulation, rules and policies.
- Preparing and reviewing employee contracts and all other documents.

HR Coordinator (1998 – 2002)

- Organizing salaries payments .
- Pensions and benefits administration .
- Looking after the health, safety, and welfare of all employees.
- Organizing staff training sessions and activities.
- Reporting company's employees' attendance to Head of personnel Department or HR director.
- Receiving missions, vacations, and permissions requests from different department & report it to head of personnel department
- Monitoring staff attendance, and manage performance cycles
- Dealing with labor office regulation, rules, and policies.
- Dealing with social insurance regulation, rules, and policies.
- Execute HR function plan and strategy.
- Coordinates change initiatives to support enhanced organizational effectiveness and Talent pipe lines and talent acquisition.
- Facilitates the delivery of HR activity within the business (including the activation of policies and processes that are agreed through the top management team)
- Monitors and addresses legal compliance issues to ensure that the organization complies with local and national laws (for employee contracts, hiring, exiting).
- Processing payroll.
- Monitoring service providers (telecom , private Health coverage , life insuranceETC).

TRAINING COURSES:

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|---|----------------------------------|
| - Human Resources Management Diploma | - Industrial Safety and Security |
| - Labour Law | - Communication skills |
| - Insurance Law | - First Aid. |
| - International Computer Drive License {ICDL} | - Defensive Driving |
| - Dynamic Presentation skills | - Communication Strategies |
| - Time Management | - Management skills |
| - Negotiation skills& Conflicts management | - Agile mindset |
| - effective performance management | - The Show |
| - It's all about me | - Emotional Agility |

LANGUAGE SKILLS:

- * Arabic, mother tongue
- * English, Very good