

## AHMED ISMAIL

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### SUMMARY OF QUALIFICATIONS

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Human Resources professional with 15+ years of experience complemented by a well-rounded business background. Recognized by company leadership and peers as an industrious, tenacious, visionary and decisive leader who manages HR as a value-add not a resource drain. Proven abilities and success in strategic planning, staffing and performance management, recruitment, and employee training and development.

### EXPERIENCE AND ACHIEVEMENTS

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#### SCIB Paints, Human Resources Manager, 2015 - present

- Devise and monitor the implementation of a comprehensive human resources operational plan with 1700 employees.
- Recruit over 100 employees on an annual basis.
- Develop a market driven salary structure, which increased talent attraction.
- Initiate an HR job evaluation system using the Hay method.
- Structure and apply an induction program for new hires.
- Review and modify the performance appraisal system to be more objective and reflect employees' actual performance maintaining a feedback system and communication channel between managers and subordinates.
- Evaluate salary adjustments and promotion cases and recommend and implement necessary actions.

#### SCIB Paints, Assistant Human Resources Manager, 2011 - 2015

- Researched and evaluated management practices, training and development programs, leadership principles and employee relations in international human resources department.
- Assisted managers with hiring procedures, screening of candidates, coordinating interviews.

#### Johnson & Johnson, Training and Development Manager, 2007 - 2011

- Assessed employee competencies and arranged career development plans and training programs.
- Supervised the implementation of both local and overseas training programs.
- Established and managed a training and development unit serving 600 employees.
- Developed and implemented a comprehensive succession and manpower plan.
- Reduced employee turnover by 5% via employee satisfaction surveys and programs.
- Reorganized operations and facilitated seamless integration of 1000 employee from new acquisitions within the parent company.
- Implemented a full-fledged HRIS in conjunction with IBM.

#### Johnson & Johnson, Assistant Training Manager, 2005 - 2007

- Ensured the availability of self-development tools.
- Assisted in the processes of Training Needs Assessment (Performance Appraisal system, interviews with Business Lines, focus groups, etc.).
- Set the training plan and budget with the Training Manager NA.
- Coordinated and negotiated with vendors (training providers, hotels, travel agents) as assigned (service level agreements, offer letters, etc...).
- Developed and maintained up-to-date training database both electronic and paper-based (providers, prices, staff attendance in programs, etc...).
- Johnson & Johnson, HR Trainee, Summer 2004
- Categorized incoming resumes on the email by department of interest.
- Grouped recruitment applications and updated the database with relevant information.
- Contacted potential candidates and arranged interview appointments.

### EDUCATION

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2007 Human Resources Diploma, The American University in Cairo  
2005 Bachelor of Arts, Mass Communication, The American University in Cairo

### AFFILIATIONS

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The American Chamber of Commerce, Cairo, Egypt  
Egyptian Human Resources Management Association (EHRMA), Cairo, Egypt

### SKILLS

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Language: Fluent in English and French, and Arabic mother tongue  
Computer: Perfect command of Microsoft Office (Word, Excel, and PowerPoint)