**Curriculum Vitae**

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| **Mohamed Abdel Halim Hussein**  25 Road 104, Ma’adi, Cairo, Egypt  **Tel.**  (2 02) 2525 03 01 / 2524 85 57  **Mobile**2 0100 547 47 40  **E-Mail**mahhussein@hotmail.com  mahhussein@gmail.com  **Nationality**Egyptian | **C:\Users\user\Documents\Youcam\Snapshot_20171002_1.jpg** |

**Key Qualifications**

* Highly competent in developing and guiding the implementation of Organizational Development and Human Resources Management systems through long years of successful undertakings as a consultant.
* Highly competent in Gap analysis and Business Process Re-engineering for different types of organizations.
* Highly skilled in planning, organizing, directing and controlling Human Resources Management / Development systems for different types of organizations as an HR specialist and as an HR manager.
* Expert in identifying Key Performance Indicators, developing performance management systems, assessing training needs, developing capacity building plans, Identification and guiding training providers, and directing and instructing in management training programs/ workshops as a training consultant.
* Excellent analytical, communication, presentation and leadership skills.
* Fluent in both written and spoken Arabic and English Languages and good user of computer MS applications (Word, PowerPoint and Excel).
* Experienced in participation in USAID and international funded development projects.

**Work Experience**

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| **July 98 – Present** | **Human Resources & Organizational Development Consultant**  **( Free Lancer )**  Providing consulting and training support services to public and private organizations of different activities (governmental, industrial, trading, services, NGOs, financial and banking) in Egypt, Libya, Saudi Arabia, Yemen, Dubai, Qatar and Kuwait.  Assignments concluded involve restructuring, business process re-engineering, review and development of manpower structures, establishment /development of human resources management & Development systems, development of performance management systems, development of competency framework, training needs analysis, trainingplanning, and training programs development and delivery.  **Main achievements include:**   * Conducting an assignment to develop the organization structure,departments’ mandates and job descriptions of the new MSME’s Development Agency, as part of USAID/Egypt Strengthening Entrepreneurship and Enterprise Development Project (SEED). * Concludeda re-structuring assignment for***Productivity & Vocational Training Dept.***including evaluation of the effectiveness of the provided services, analysis of the current available resources and recommending new organization structure. * Participated in management auditing and HR development project for National Research Centre (NRC) and 10 governmental research institutions (assigned by***Ministry of State for Administration Development***). This included analysis of management gaps, developing KPIs, and recommending an action plan for organizational changes. * Participated as a local expert in the ***Egyptian-German “Water Management Reform Program”*** (a development project by GIZ) to upgrade the Training Department of **Ministry of Water Resources & Irrigation (MWRI)** to perform all human resources development activities. This included developing the related organization structure and manuals, developing information flow system, preparing job descriptions, analyzing training needs, and conducting required training for trainers and professional staff. * Participated in an organizational development assignment for “Engineering Industries Holding Company” as a part of “***Public Enterprises restructuring & Privatization Program of the European Union*** “. This included assessment of management culture, identification of training needs, developing related ToRs, and evaluation of training proposals submitted by services providers. * Participated as a “Team Leader” in a major project for management auditing, restructuring and capacity strengthening of ***Egyptian Society for Family Planning”.*** * Concluded many technical assistance assignments for MSMEs through ***Industrial Modernization Center*** (**IMC**) as a Team Leader / Consultant: * 36 Gap analysis assignments, * 27 Training needs assessment and development of training plans assignments, * 18 Review and development of HR management systems assignments, * 7 Recruitment assignments, and; * 5 Job evaluation and salary scheme review assignments. * Participated in a research project on “Financing of TVET in The MEDA Region” conducted by “***European Training Foundation***”. * Updated the organization manual, reviewed job descriptions, evaluated jobs, revisedand developed salary system for “***Plan International Egypt***”, and developed and guided the implementationof a performance management system. * Analyzed training needs and developed capacity building plan for ***Social Fund for Development* (SFD)**including guiding the implementation. * Provided consultancy services for ***Petrochemical Industries Company*** in ***Kuwait*** to review the Company job descriptions, and implement new job evaluation plan to evaluate jobs. * Reviewed and Developed the Personnel Policy & Procedures Manual and Processes Maps for “***Islamic Development Bank" in Riyadh- Saudi Arabia*** * Reviewed and developedthe organization structure, job descriptions and human resources policy and proceduresfor ***Islamic Insurance Company*** in Qatar. * Concluded the Human Resources component of “***Fayoum Drinking Water & Sanitation Project***“**FaDWaSP**” (which is a development project funded by the Government of Holland) where the HR sector was restructured, related manuals were developed, and a career development plan for engineers and chemists of the Sanitation sector was prepared. * Concluded a project of organization restructuring and development of organizational and operations manuals for "**Brega Petroleum Marketing Company**"– Libya; assigned by ***Arab Administrative Development Org. (ARADO).*** * Developed and delivered training programs on human resources management, competency development, training management, supervisory skills, professional writing skills, leadership skills and time management for different levels of staff in Egypt, Saudi Arabia, Jordan, U.A.E. and Yemen. |
| **June 96 – June 98** | **Human Resources Director**  **Advanced Computer Technology (ACT)**  To plan, direct and control the human resources management and training activities, and to establish a human resources management and development system.  **Main achievements:**   * The Company personnel management practices had been upgraded and an appropriate HRM system had been developed and implemented. * Participated in qualifying the Company for ISO certification, and developed quality assurance system procedures, forms and manuals. |
| **March 94 – May 96** | **Senior Manager - Human Resources**  **Cairo Barclays International Bank**  To plan, direct and control all human resources management and development activities for the Bank, including manpower planning, recruitment, job analysis, description and evaluation, career development and training, performance appraisal, and compensation management.  **Main achievements:**   * Developed up-to-date job descriptions for all jobs in collaboration with line managers. * Evaluated all the Bank jobs using a tailor-made job evaluation plan, and developed new salary scheme based on the outcomes of the job evaluation exercise. * Developed a performance appraisal system, defined KPIs for all organization units,and guided and monitored its implementation. * Established a workforce structure planning and control system, and developed new recruitment procedure. |
| **March 94 – May 96** | **Managing Consultant (H R & O D)**  ***KPMG* Hazem Hassan Management Consultants S.A.E.**   * To identify clients / beneficiaries needs, and to develop, present and negotiate service proposals. * To plan, direct and participate in providing management consulting services to client companies and organizations in Egypt and Arab Countries in: * Organization restructuring, * Business process reengineering, * Development of H R M systems, * Career development / training planning, * Personnel policies and procedures, * Job analysis, description and evaluation, * Salary and benefits surveying/ planning, and; * Performance management systems   **Main achievements:**  All assignments were concluded up to clients/beneficiaries satisfaction and in the scheduled time. |
| **July 89 – Jan. 90** | **PMU Manager**  **Energy Conservation & Efficiency Project (USAID funded project)**  **(Federation of Egyptian Industries )**  To plan and manage the operating unit’s activities, including project promotion, information dissemination, direction and control of seminars and workshops, and coordinating the project activities with implementing agencies, contractors and USAID. |

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| **Aug. 87 - June 89** | **Human Resources Manager**  **Chloride Egypt S.A.E.**  To plan and direct the Company H R M programs includingH R strategic planning, Job analysis, description and evaluation, Compensation and benefits planning and control, Performance appraisal, training and Recruitment.  **Main achievements:**   * Established and monitored the application of new recruitment procedure. * Coordinated an updating exercise for all job descriptions. * Developed and guided the implementation of Performance Management System. * Developed and implemented a group incentive plan. |
| **Jan. 83 – July 87** | **Personnel Planner (Analyst)**  **Abu Dhabi Gas Liquefaction Company ( ADGAS )United Arab Emirates**  To handle all the Company personnel planning activities including:   * Job analysis, description and evaluation. * Review and restructuring of manpower. * Coordination and administration of annual performance appraisal exercises. * Updating and maintenance of personnel policies and procedures manual. * Planning, coordinating and monitoring Career development programs for junior national employees, and analysis of their training needs. * Coordinator and secretary of the Company job evaluation committee.   **Main achievements:**   * All job descriptions were updated across the Company departments. * Collaborated with the Company consultants in reviewing and updating the Job Evaluation Plan. * Establishing and coordinating the activities of the Company job evaluation committee. * Planned, coordinated and monitored the implementation of career development programs for 37 newly joined fresh graduate employees. * Successfully completed an assignment to review and update job description manual of a sister company (GASCO). |
| **Dec. 66 – Dec. 82** | **Productivity Specialist**  **Productivity and Vocational Training Department ( Ministry of Industry, Egypt )**   * To participate in productivity improvement projects and technical support services for industrial companies in different areas of industrial engineering and human resources management including:   + Productivity measurement, gap analysis and problems identification,   + Development,guiding and monitoring the implementation of improved work systems to enhance productivity. * To participate in planning, organizing and conducting training courses, including:   + Design of training programs,   + Review/ development of training curricula,   + Development of training manuals, hand-outs and case studies,   + Instructing and directing training programs.   **Main achievements:**   * Developed, organized and instructed in a new course on “Total Quality Control”. * Directed and instructed in regular courses on “Work Study”, “Production Planning” and “Supervisory Skills”. * Concluded many assignments of methods improvement, setting time standards, business process reengineering, and training needs assessment for industrial companies. * Seconded to ***Gen. Petroleum & Minerals Organization of Saudi Arabia (PETROMIN)*** as manpower Planning Adviser where I initiated and coordinated the development of manpower planning models for the Organization and it’s projects. Also formulated the training needs, analyzed and evaluated the training service proposals, and recommended career development programs for newly hired national employees. * Participated in surveying and planning for *Management Development for Productivity (MDP)*; a Three-years USAID funded project to improve productivity through management training. This included field research to identify problem areas and recommend related training modules. * Edited a book on “Work Study”, published by Productivity Department. |

**Extra Curricular Activities**

* Organization Development Consultant for ***Arab Administration Development Organization (ARADO)*** (2013 & 2014).
* Board member of “***Egyptian Society for Management Engineering***“, and head of its training committee**;** organizing and directing training courses, seminars and conferences conducted by the Society ( 1975 – 1981 and 1087 – 1991).
* Lecturer of Industrial Management for “***Helwan University***”- Egypt (1979 – 1981).
* Training adviser and instructor for “***Industrial Development Center for Arab States (IDCAS)***, and for many other management training / consulting institutions in Egypt( 1977& 1978).

**Education**

1966 B. Sc. Industrial Engineering, Ain Shams University, Cairo

1974 Diploma of Post Graduate Studies (Business Administration), Ain Shams University, Cairo

**Other Certificates**

1971 Diploma with Distinction (Industrial Economics), Banki Donat Foiskola, Budapest, Hungary.

1975 Diploma with Distinction (Total Quality Control), Bouwcentrum International Education, Rotterdam, Netherland.

**Mohamed Abdel Halim Hussein**

**February 2019**