

# *Ahmed Mostafa Soliman*

*Cairo – Egypt.*

*HR Director – L&D Manager – Talent Acquisition Manager- HR Business Partner – HR Manager – CHRO – Business Consultant – Business Etiquette & Employer Branding Consultant – Corporate Trainer – Career Advisor & Coach.*

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## *Summary:*

I am seeking a new role as a HR Director, HRBP or HR Manager because I have 10 years of intensive experience in all human resources functions, Employer Branding & Business Etiquette at Egypt and 2 years at Latin America especially Bolivia & Argentina. This experience has sharpened my skills in recruitment, talent management, employees' relations, employer branding, payroll, personnel management, enhancing performance and organizational development management. With background in psychology which give me unique perspectives in talent acquisition, L&D and OD which achieve the competitive advantages of the companies.

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## *Competencies:*

Talent Management – Presentation skills – Training Strategy- Skill development- Teamwork – Onboarding - Interviewing – HR policies – employee engagement- Recruitment Advertising – Employee relations – Interpersonal skills – organization skills – accuracy – confidentiality – leadership skills – Negotiation skills – time management – analytical thinking- Recruiting cycle- Employer branding – strategic thinking – personnel management – payroll management- creating policies and procedures – organizational development management – Strategic Management - business consulting – corporate governance – companies restructure – business Etiquette.

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## *Experience:*

- ***HR Manager & Employer Branding Consultant – DEOC Cosmetics LLC – Cairo – Egypt (Dec .2025 – present)***  
As HR Manager, I led the establishment & strategic development of the HR Department, transforming people operations into a high-impact function that drives engagement, retention, leadership capability, & employer brand strength.
  - Built the HR function from the ground up, developing HR policies, processes, frameworks, and governance aligned with organizational strategy and best practices.
  - Led wide engagement initiatives, feedback mechanisms, and wellbeing programs, achieving an 82.7% employee satisfaction rate by Q4 of 2025.
  - Designed and delivered leadership development programs and trained managers on effective communication, strengthening leadership, collaboration & team performance.
  - Implemented emotional intelligence training programs for employees to enhance self-awareness, empathy, conflict resolution, & interpersonal communication across the company.

- Built & executed employer branding strategies on LinkedIn, strengthening the company's talent brand & market visibility.
  - Achieved an 82.9% increase in followers and a 63.5% increase in search appearances, driven entirely through organic content & strategic positioning.
  - Introduced performance review systems, development frameworks, & continuous feedback processes to support employee growth & high performance.
  - Leveraged engagement surveys, HR metrics, & people analytics to drive data-driven decisions & continuously improve the employee experience.
  - Acted as a strategic HR partner to senior leadership, supporting organizational development, change initiatives, & people-focused decision-making.
- ***Human Resources Consultant - DEOC Cosmetics LLC – Cairo – Egypt (Jan .2025 – Dec .2025)***  
As HR Consultant at DEOC Cosmetics, I built the HR functions from the ground up - developing and implementing the full range of HR systems, policies, and processes to support the company's growth. I oversee all core HR operations including recruitment, employee relations, performance management, compensation and benefits, training, compliance, and HRIS.

Key Highlights:

1. Established the entire HR infrastructure, including policies, procedures, and systems aligned with labor laws and business goals.
  2. Led end-to-end recruitment and onboarding strategies to attract and retain top talent.
  3. Implemented a structured performance management system and KPIs to drive productivity and engagement.
  4. Introduced a modern HRIS to streamline HR operations and reporting. guided a soft skills training for company's employees.
  5. Act as a strategic partner to leadership, aligning HR with business strategy and fostering a positive, performance-based culture.
- ***Talent Management Supervisor – Resources one – Cairo - Egypt ( Jul .2024 –Dec .2024)***
    1. Overseeing recruitment processes: Ensuring that the right talent is recruited to meet the company's needs and working closely with department heads to understand hiring requirements and ensure alignment with the company's strategic goals.
    2. Managing job postings: Overseeing job advertisements and making sure they reflect the company's needs and attract the right candidates.
    3. Interviewing and screening: Leading or assisting in the interview and selection process for candidates.
    4. New employee integration: Developing and managing onboarding programs to ensure new hires are effectively integrated into the company culture and are set up for success.
    5. Career development plans: Helping employees define their career goals and providing opportunities for growth. Through coordinating or facilitating ongoing employee training, leadership development programs, and skill-building sessions.
    6. Performance reviews: Managing or overseeing performance evaluations to ensure they are timely and fair and provide feedback and coaching to employees to help them achieve performance goals and improve in their roles.

7. Engagement and motivation: Developing strategies to increase employee engagement and job satisfaction. Through Identifying trends and addressing issues that contribute to turnover. This includes implementing strategies like recognition programs, rewards, and career growth opportunities.
  8. Planning for organizational change: Developing succession plans to ensure leadership continuity in critical roles within the company.
  9. Workforce analysis: Assessing the organization's talent needs based on business goals and future growth.
  10. Compliance with labor laws: Ensuring that talent management practices comply with relevant labor laws and industry standards.
  11. Data management and reporting: Overseeing the collection and analysis of talent-related data to report on key metrics like turnover rates, employee satisfaction, and recruitment effectiveness.
  12. Partnering with senior leadership: Collaborating with executives to align talent management initiatives with the company's vision and strategic goals.
  13. Advising management: Providing insights to leadership on talent trends, workforce development needs, and potential areas for improvement.
- **Senior HR Generalist – Medecins san frontieres** ( Nov .2020 – Jun .2024)
    1. Assist and advise management and employees on HR related matters.
    2. Conduct recruitment and employee selection in line with company policies and objectives.
    3. Develop and maintain HR policies, procedures and programs.
    4. Ensure compliance and employment laws and regulations.
    5. Manage employee performance and develop effective performance management strategies.
    6. Provide training and development programs for employees.
    7. Deliver high quality employee benefits programs that meet the needs of all employees.
    8. Maintain HR information systems and keep personnel records up to date.
  - **HR Business partner – Amor y Esperanza Organization - Bolivia** (Jan .2020 – Oct .2020)
    1. Administer compensation and benefit plans.
    2. Assist in talent acquisition and recruitment processes.
    3. Conduct employee onboarding and help organize training & development initiatives.
    4. Provide support to employees in various HR-related topics such as leaves and compensation and resolve any issues that may arise.
    5. Promote HR programs to create an efficient and conflict-free workplace.
    6. Assist in development and implementation of human resource policies.
    7. Undertake tasks around performance management.
  - **Talent Acquisition Supervisor – Amor y Esperanza Organization - Argentina** ( Jun .2019 – Dec .2019)
    1. Lead, mentor, and develop a recruitment team.
    2. Create and execute recruitment strategies aligned with company goals.
    3. Oversee the end-to-end recruitment process, ensuring a positive candidate experience.
    4. Analyze recruitment metrics to improve performance and efficiency.
    5. Collaborate with HR and hiring managers to address recruitment needs and issues.
  - **Talent Acquisition Specialist – Amor y Esperanza Organization – Argentina** (Sep .2018 – Jun .2019)
    1. Manage full-cycle recruitment processes for various positions.
    2. Develop and maintain relationships with hiring managers.
    3. Source candidates through multiple channels.
    4. Conduct initial screenings and coordinate interviews.
    5. Assist in employer branding initiatives.

- **Trainer and L&D Specialist – Wadi Degla Sporting Club** **(Aug .2016 – Sept .2018)**
    1. I provided trainings for coaches about nature of injuries and how it'll affect the performance of athletes.
    2. I provided also trainings for athletes in different sports to increase their performance through managing their health lifestyle.
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### ***Education:***

- Professional Doctorate Degree in Mental Health from New York International University –USA 2024
  - Professional Master Degree in Mental Health from New York International University -USA 2021
  - B.Sc. Faculty of Physiotherapy – Cairo University 2015
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### ***Courses certificates:***

1. ICDL Certificate. Microsoft Company.
  2. Humanitarian project management- Disaster ready platform.
  3. TOT, MSF organization.
  4. Introduction to business administration from the American Board of Professional Studies (HR- Marketing- Sales- Management-Project Management- Finance).
  5. HR Diploma from EGYCHAMB with International accreditation from SHRM, HRCI & CPD.
  6. HR Metrics & Analytics workshop From Leaders consulting and training company
  7. Digital Marketing Diploma – Creative Academy – Mr. Mostafa Khalaf. (ongoing)
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### ***Achievements:***

1. HR Department built and operationalized from scratch at DEOC Cosmetic LLC.
  2. Employee turnover reduced to <4%.
  3. 82.7% employee satisfaction achieved.
  4. 100% of managers trained in effective communication.
  5. Company-wide emotional intelligence capability development.
  6. 82.9% growth in LinkedIn followers.
  7. 63.5% increase in LinkedIn search appearances (organic).
  8. Manager of the Year at DEOC Cosmetics 2025.
  9. Employee of the year in 2022 in MSF.
  10. I hired 320 persons in Argentina in 2019 in only 6 months to match with organization expansion in 2019.
  11. I developed a training program to decrease injuries for athletes in Wadi Degla sporting club which saves 70 k pounds for each athlete & increases their performance.
  12. Head of HR in student committee from 2010 to 2015.
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### ***Languages:***

- Arabic mother tongue.
- English fluent.

