

# AHMED MEDHAT WAFI

## HUMAN RESOURCES EXECUTIVE



Dammam  
Saudi Arabia

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### SUMMARY

A Human Resource Management Professional seeks an opportunity where experience in recruitment and sourcing, performance management, and employee engagement framework, along with interpersonal skills and an ability to work across multiple stakeholders to further the growth of the company.

### EDUCATION

#### B Sc. of Management

#### Information Systems

Delta University for Science  
and Technology, Egypt

2003 – 2007

#### Human Resources Diploma

Highly Professional Advisor by  
HRCI - 2020

### KEY SKILLS

Talent acquisition

Talent Management

Employee Relations

Employee Engagement

Total Rewards

Training & Development

Performance Management

Organization Development

HRIS

### EXPERIENCE

#### Human Resources Executive

**IBRIZE Group** - (Pharmaceutical, Vaccines, Agrochemicals, Feed Additives and Construction)

From May 2016 to the Present.

Responsibilities: -

- Preparing the annual manpower plan starting from **recruitment needs** for each department till approving the **annual recruitment plan** and executing it.
- **Sourcing** the proper caliber matching with the job description, filtering and shortlisting through the **initial interview** then submitting the evaluation to the HR Manager.
- Preparing the annual TNA for each department then approving the training plan according to the annual budget.
- Communicating with the training providers to coordinate the required programs for the staff and following up with them for evaluation during and after the training.
- Performing the PMS through ORACLE for all the staff and discussing it with the HR Manager for taking the required action from increments, bonus, training, or any other action related to employee annual evaluation.
- Overseeing the monthly payroll with the HR team and making sure it is done properly then preparing its final report to the HR Manager.
- Preparing the monthly, quarterly, and annual HR reports.
- Supervising the employee relation team and interfering when it is required.
- Developing job descriptions, organization structures, and HR Manual in addition to making sure they are updated and implemented.
- preparing the annual HR budget with the HR Director.

## SOFT SKILLS

Time Management.  
Confidentiality.  
Adaptability.  
Teamwork.  
Problem Solving.  
Leadership.

## COMPUTER SKILLS

Professional at Oracle system.  
ERP  
MS Office.

## LANGUAGE SKILLS

**Arabic:** Native language.  
**English:** V.Good command of spoken and written.

## Senior Human Resources & Admin Specialist

Montajat Veterinary Pharmaceuticals Co. Ltd. - (Veterinary Pharmaceutical & Agrochemicals)

From Mar 2012 to May 2016

Responsibilities: -

- Employee Onboarding
- Answering all employee's queries about HR-related issues.
- Maintaining the personnel files and updating them on HRIS.
- Preparing monthly payroll, vacation, and end of service settlements.
- Supervising and directing the government relations team for the daily tasks.
- Follow up the travel accommodation and ticket booking with the admin team.
- Dealing with external partners, like insurance vendors, and ensuring legal compliance.

## PERSONALE INFORMATION

Date of Birth: 18/01/1986.

Nationality: Egyptian.

Marital status: Married.

Military status: completed.

Visa status: Transferable Iqama and Ready to locate anywhere either inside or outside KSA.

## REFERENCES

Available upon request.