

## **EMAD EL.DIN MOHAMED EL-SAYED**

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**CAREER OBJECTIVE :** To succeed in an environment of growth and excellence and earn a job which provides me job satisfaction and self development and help me achieve personal as well as organizational goals.

### **EDUCATION :**

- ◆ Masters degree in Business Administration.
- ◆ Diploma in Organization and Working Methods.
- ◆ Bachelor of Commerce, Business Administration, Cairo university , May 1990.
  
- \* Member of Arab Management Association .
- \* Registered consultant on the IMP.
- \* Registered consultant on the PSDP and the EU.

### **WORK EXPERIENCE:**

**Senior Management Consultant., Consulting & investment office.,** { Specialized in management consulting and investment} Cairo Jan., 2016 , - present.

During this period, consultations were conducted for the following clients:

- Carrying out many market studies & management organization for the benefit of clients of Saudi consulting companies.
- AEO Medical device company.
- GTS Transport and Logistics Company.
- Petra Advertising Agency – Egypt.
- Jalil Contracting Group – Egypt.
- Sallab Group. {Dar Al -Hekma Hospital}– Egypt.
- Host Inn group (manages tourism projects) – Egypt.
- Physics Academy – Egypt.
- Qatar International Cement Company (QNC) ( Beirut, Lebanon).

**V.P Asst. -HR & Organizational Development,** Alshalawi International Trading & Contracting Holding ., {Contractor Saudi Aramco} KSA Sep., 14, 2013 – Sep., 14, 2015 (Consultant contract) .

Assisting the Board of Directors in decision-making through:

- Evaluation company's management systems.
- Diagnosis company's Organizational problems and make recommendations and proposals to solve them.
- Working on the design of suitable management systems to solve the the company problems.
- Work on developing and determining the company's goals for short and long term.
- Offers recommendations that would raise the level of the company performance.
- Set up plans of developing to direct the company through the structural and organizational changes
- Devise and execute strategies for recruiting and retaining employees with high quality and maintaining positive employees relations.
- Advise the HR department during the creation of corporate leadership programs and succession plans.

- Run assessments of the company's organizational structure and needs, and facilitate changes where necessary.
- Oversee the development of management skills in current and future leaders.
- Review the regulations and decisions which converted from CEO to decide and make recommendations thereon.
- Monitoring policies and procedures, and to ensure that regulations are followed.
- Updating the organizational structure and internal regulations, job description cards and all administrative systems whenever the need arises, according to my vision for the future development of the company.
- Examines the emerging problems that converted from the CEO to prepare the appropriate recommendations
- Discuss the proposals and recommendations with the CEO to gain access to the best solutions to the problems and alternatives.
- Set up the organizational development plans and monitor their implementation to ensure implementation in a timely manner.
- Choice of the necessary teams work to implement specific stages of development at the request of CEO.
- Monitoring organizational relationships between the company departments to decode overlap or conflict.
- Working to apply the principles of quality in the various systems of the company.
- Identify highly credible data sources when conducting studies of the company.
- Designing questionnaires in accordance with the generally accepted scientific basis and methodologies in the design of questionnaires to commensurate with goals of each stage of development within the company
- Making sure that the processing and analysis of data is in accordance with the generally accepted scientific basis and methodologies in the same field
- Contribute to provide added value to the company as part of the internal organizational development of the company.
- Participate in specialized technical and administrative committees commissioned by the CEO.
- Providing consultations to associates that were useful in their work and activities at the request of the CEO.
- Working on expanding the base of advisers to cover the company's needs and achieve maximum scientific benefit applied in most of the advisory activities, whether economic or administrative & financial.
- Working on build strategic cooperation relationships with local, regional and international consulting firms.
- Developing the strategic plan and develop future goals and presented to the Board of Directors.
- Designing incentives system at all levels of companies under the holding company.
- Work with human resources department as HR business partner.

**Management consultant ,for Beta Egypt Co.,{ Urban Development } Jan., 22, 2011 – Aug.,31 – 2013.**

- Evaluate the company current status and provide diagnostic report to the Board of Directors
- Developing the appropriate mission and vision for the purposes of the company's future
- Managing and implementing the organizational development internally and develop plans implementation.
- Designing suggestions alternatives for organizational structure that are compatible with the needs of the company.
- Designing internal regulations (Policies, Rules,) that govern the work of the company.

- Hold meetings with company managers to solve problems related to work.
- Design the new job classification of the company.
- Designing the new job titles.
- Building a career path for jobs.
- Build a functional structure.
- Conduct periodic meetings to provide advice to the Chairman about the problems relating to the company Departments.
- Designing Job Description for the employees.

**Senior Management Consultant , Quality Horizons (Consultancy CO,) { David Hutchins International (DHi)} London -England) {Taiba holding }Cairo , Dubai Branch ,Arab Republic of Yemen\_& Head Office Riyadh KSA, Sep, 1 2005 – Dec, 1 2009.**

**Project Manager for many of the consultancy projects.**

{The execution of the consultation takes place through the Approach of the re -engineering that concentrates on the repetition of operations designing and the production activities for the achievement of the increase of the starchy efficiency in the long run and enters within the framework of this entrance the reconsideration in the procedure of work and forms that holding the work accompanied. }

- The defining of the customer's needs from the consultative work
- Prepare the technical and financial proposal after his preparation from the assigned consultant
- Review Designing Job Description
- Review Work Procedure
- Review Organizational structure,
- Review Organizational Manual.
- Qualification of the companies of ISO system (ISO 9001:2000).
- Designing the internal regulation to the agents :
  - The work organization rules.
  - The purchases rules.
  - The financial rules.
  - The pricing rules.
  - The reward and punishment rules.
  - Designing the ladder of salaries and wages and the allowances.
  - Resource planning and development.
  - Participation in the evaluation of the applicants of the occupying jobs has the client's for the more suitable choice for the administrative jobs.
  - Participation in the preparation of the strategic plans for client's (putting the strategic targets -suggestion of strategies of the achievement of targets ) through :  
Internal and external and surrounding the client companies environmental study.
- Command of the staff for **Prince Faisal Bin Abdul Aziz's program** for training and the settlement of the jobs in Qusim Area.
- **Benchmarking Study :**  
Participating in the work in the project of the **Benchmarking** was shed in cooperation with the **industrial committee of the Chamber of Commerce** in Riyadh ( Benchmarking :is a very scientific quality tool that measures the performance in a certain area of an organization in comparison with the performance of other organizations and best practice .It provides organizations with accurate and reliable information about their performance to enable them develop their strategies , goals and objectives and significantly improve their performance ).  
Stages of the study :
  - Identification of organizations that will participate in the study.
  - One-day workshop to explain the methodology and form teams .
  - Data collection from participating organizations.

- Data analysis and generating reports .
- One-day workshop to present and discuss the results.

◆ **Firms which consulting assistance was provided in the Arab Countries-:**

Kingdom of Saudi Arabia KSA:

- Saudi foreign ministry -and all the embassies around the world, (Government) (Riyadh).
- The Saudi Post (Government) (Riyadh).
- Municipality of the Eastern Region .(Government) (Dammam city).
- Filling & Packing Materials Mfg .Co .(Fipco) .( Packaging sector) (Riyadh).
- Saudi Hotel Services CO .LTD .( The Riyadh Palace Hotel) (Riyadh).
- Alsakr engineering consulting Office. (Riyadh).
- Taiba Inv .Group (AL. Medina).
- Human Resources Development Fund (Government).
- AL -Hussaini for trade & contracting (AL-Khober city).
- Public administration and education Educational ALjouf region.
- Abdulla Fouad holding (Dammam city).
- The National Medical Products (DAMAD) Co.,.
- The Society to Care for Orphans (Makh).
- Mada Al-sharqiah Real Estate Development Co, (Dammam city).
- Bait Al-mouda for contracting (Dammam city).
- AL-kaffa Trade Company (Dammam city).
- KTAYKIT restaurant's (Jeddah city).
- Raffia Factory for Packing and the Plastic fibers (Riyadh).
- Raka'aez AlTasheed Co .Ltd., (Jeddah city) (Construction sector).

Arab Republic of Yemen :

- Yemen Airways

**Human Resources Skills Development Manager, Trade Information Center " TIC ", – Egypt**

{A semi-governmental center is a partnership between the union of Chambers of Commerce and Ministry of Commerce and Industry & the Ministry of Communication and Information}  
Cairo, Sep, 1 2002 -31 , Aug.,2005.

- Supervision and follow-up assignment and audit function required of staff.
- Designing Job Description , Organizational structure.
- Conducting job analyst , collects , analyzes , and prepares occupational information to facilitate personnel .
- Interviews job applicants to select people meeting employer qualifications.
- Participating in the economic studies about (Rice & Leathers).
- Develop training plans for customers .
- Organize and implement TIC training courses .
- Make necessary contacts with outside training resources .
- Make contracts with hotels for outside training.
- Evaluate training courses , process and trainers .
- Manage training costing .
- Follow up on training facilities .
- Conduct seminars .

**Some Training Courses :**

- \* E-commerce .
- \* Electronic markets skills .
- \* Acquisitions
- \* Leadership .

- \* Conflict management .
- \* Selling skills .

**Senior Management Consultant, Systems Experts & Management “MASS”,**  
Cairo, Nov, 1, 1999 -30 , Aug.,2002.

- The application and the follow up of the administrative systems designed for **Taleed Investment & Real Estate Development (Sandorini)** through the follow up and the daily presence in the company (for 3 months).
- Building the organized relations between the Company departments.
- Designing the flow charts showing the operations, procedures and the files flow inside the company.
- Designing the paperwork required for the operations and simplifying the procedures.
- Explaining the designed systems for employees inside the company and the way of its application.
- Conducting the recovery studies to cure the actual problems related to work.
- Setting the programs for simplifying the procedures for the company's future.
- Separating the authorities in the company for simplifying the procedures.
- Develops and conducts training programs for employees.
- Plans and directs activities of staff workers concerned with such functions as developing sources of qualified applicants .
- Conducting screening interviews , administering tests checking references and background

**Conducted marketing studies in the Egyptian market in the following fields :**

- Barbecue restaurant services presented to individuals.
- Semi cooked fish industry .
- Semi cooked chicken industry .
- Frozen vegetables .
- Guidance booklet for secondary school students (feasibility study).
- Banking services.
- Pharmaceuticals.
- Computers & Computer accessories (feasibility study).
- Quick & hydrated lime .
- Aluminum foil and its uses in packaging & packing (feasibility study).
- Copper tube (feasibility study).
- Fluorescent lamp.
- Galvanized sheets .
- Different methods of estimation of blood glucose level.
- Light Vehicle Cars .
- Opinion Polls about Toshiba's Products .
- Integrated Secretarial Programs (Lotus).
- Tea market ( Alasary tea) (feasibility study) .
- Car's market.
- Mineral Water .
- Care service center .

### **Conducted marketing studies in the Arab Country's :**

- Commercial and Administrative Centers in Jeddah -Kingdom of Saudi Arabia (Jeddah Tower).

**Assistant , Management Consultant, Magdy Hashish, & Partners (MGI) {Midsnell Group International- London } Cairo, Jan 1, 1996 -Oct 30,1999.**

### **Conducting the Following jobs in consultancy operation -:**

- Participating in preparing the Pre -Assessment {(S.W.O.T) Techniques.}
  - Designing Job Description , Organizational structure,
  - Designing Work flow chart , and performance Appraisal and Incentives System .
  - Conducting personal meetings to accomplish the job .
  - Following up the implementation with client's .
  - Interviews job applicants to select people meeting employer .
  - Reviews employment applications and evaluates work history , education and training job skills , compensation needs and other qualifications of applicants .
  - Designing Job evaluation and planning wage scale .
  - Planning for human resources and employment prediction .
  - Conducting employee acceptance for upper Management .
  - Review job orders and matches applicants with job requirements .
  - Participating in the reconstruction and reorganization .
  - Conducting several workshops with the managers .
  - Discuss and stimulate the problems they face through “The Implementation of Objectives Achievement Oriental Planning system”
  - Following up the plans and programs .
  - Reorganizing the system for human resources and their evaluation .
  - Design Training Program's for the marketing & the storage department to develop marketing research specialist skills & storage keeper skills through the determination of training needs during consultancy Collects , analyzes , and prepares occupational information to facilitate personnel administration , and management functions of the organization
  - Consults with management to determine the type , scope and purpose of the study .
  - Observes jobs and interviews workers and supervisory personnel to determine job and worker requirements .
  - Was appointed member of the selection & hiring committee.
  - Evaluated health care program of customer to help them choose the appropriate one.
  - Assisted in the preparation of a booklet about “ Doing Business in Egypt “
- ◇ Gathered data about investment in Egypt form :  
The internet, investment organization the , American Chamber of Commerce in Egypt  
Collected all the information necessary for investors willing to conduct .  
A business in Egypt through brief notes about investment laws, tax laws and the general climate of investment.

♦ **Firms and sectors to which consulting assistance was provided -:**

1. **Contractors , Construction and building sector :**
  - HELIOPOLIS GROUP.
2. **Food and milk industries :**
  - AL -ANSAR Co,
  - AL-TEMSAH Co,.
3. **Trade , import and distribution sector :**
  - EL-THULATHIA GROUP (11 companies).
  - A.B.S .COMPANY .
  - GASY COMPANY .
4. **Tourism and catering sector :**
  - BON APPETIT Co,.
5. **Petroleum and related services :**
  - TRANS EGYPT Co ,.
  - ARTIC Petroleum Co,.
6. **Services sectors :**
  - WORMS ALEXANDRIA CARGO SERVICES (ALEXANDRIA).
  - EMCO CO, (ALEXANDRIA).
7. **Subsidiaries sectors :**
  - I.E.C .Co,.
8. **Manufacturing sector :**
  - EL-SHOROK GROUP (17 companies).
9. **Printing and packaging sector :**
  - TAMO PRINTING COMPANY .

**Senior , Management Consultancy, Systems Experts & Management “MASS”,**  
Dec .17,1994 -Dec .30,1995 .

- Doing the Financial analysis of Balance Sheets of the companies .
- Utilization & Classification of gathering data for building up the Job Descriptions .
- Doing the Job Descriptions according to the company's structure .
- Suggesting the Organization Charts for the company each accordingly .
- Conducting personal meetings to accomplish the job
- Following up the implementation with company's
- Participating in the Pre-Assessment for the company's {(S.W.O.T) Techniques}.

**Junior, Management Consultancy, Systems Experts & Management “MASS”,**  
Jan .1 , 1992 -Dec .15 , 1994 .

- Helped in the preparation of the studies & the customer visits .
- Helped in Utilization of the questionnaires.
- Gathering data for the marketing studies .
- Classification of data according to places & categories .
- Calculating the ratios needed for the study .

## **COMPUTER SKILLS :**

Knowledge of :

- \* Windows 10.
- \* Microsoft office 2013.
- \* Organization plus v.4.
- \* All clear v4.
- \* Corel flow v.4.
- \* Visio v 4.5.
- \* MS Project.
- \* Outlook.
- \* Internet skills.

Experience in Computerized Systems ( ERP system).

## **LANGUAGE SKILLS**

- Excellent in spoken and written Arabic.
- Good in spoken and written English.

## **PERSONAL DATA**

Place of Birth : Maadi -Cairo.

Nationality : Egyptian .

Marital Status :Married

**References furnished upon Request.**